

AGENDA

BOARD OF MAYOR AND ALDERMEN

July 10, 2007

**7:30 PM
Aldermanic Chambers
City Hall (3rd Floor)**

1. Mayor Guinta calls the meeting to order.
2. The Clerk calls the roll.
3. Communication from Attorney Robert Miller on behalf of NH Triple Play, LLC, requesting to address the Board regarding the following matters:
 - a) separation of powers between the BMA and Board of Adjustment in cases where extreme zoning variances are sought, and the BMA's authority in such cases;
 - b) City's ongoing contractual obligations to the Fisher Cats and the Eastern League pursuant to the Management and Operations Agreement and the Red Sox Agreements; and
 - c) request the board's formal vote indicating its position on the propriety of the above-referenced condominium project as proposed.

CONSENT AGENDA

4. Mayor Guinta advises if you desire to remove any of the following items from the Consent Agenda, please so indicate. If none of the items are to be removed, one motion only will be taken at the conclusion of the presentation.

Ratify and Confirm Polls Conducted

- A. On June 12 & 13, 2007 approving the policy of "piano key" styled crosswalks.
(Unanimous vote)

- B. On June 18, 2007 approving a request of the American Red Cross for “GIVE BLOOD HERE TODAY” signage at the corner of Reservoir Avenue and Mammoth Road and Mammoth Road and Bridge Street.
(Unanimous vote)

Pole Petitions – Approve under the supervision of the Department of Highways

- C. PSNH Pole Petition #11-1159 located on West Pennacook Street; and PSNH Pole Petition #11-1160 located on South Willow Street.

Sidewalk Petitions (50/50 Program FY2007) – Approve subject to the availability of funding

- D. Communication from Jay Davini, Public Utilities Coordinator, requesting approval of sidewalk petitions.

Informational – to be Received and Filed

- E. Communication from Alderman Garrity submitting signed petitions of residents and neighbors in and around South Willow and Parkview Streets requesting the Board deny the rezoning petition submitted on behalf of Autotorium.
- F. Copy of a communication from Alderman Lopez to Committee on Accounts, Enrollment and Revenue Administration recommending the Finance Officer and City Solicitor begin immediate review of biennial budgeting with the Committee on Accounts with a report to the full Board by December 1, 2007.
- G. Copy of a communication from Alderman Lopez to Committee on Community Improvement requesting the BMA have the Finance Officer, City Solicitor and Bond Counsel (if needed) review the possibility of using Rooms and Meals Tax money in the future for Storm Water Utility/Sidewalks/Streets.
- H. Manchester Health Department Monthly Report Summary, June 2007.

- I. Communication from Jennie Angell, Acting Information Services Director, advising of having entered into a 6-month pilot agreement with FusionConneX to provide public, fee based Wireless Internet Access (WiFi) at Livingston Park.
- J. Communication from Robert MacKenzie, Director of Planning, providing additional information of two CIP accounts dealing with South Willow Street.
- K. Communication from Deputy Chief Lussier providing an update of the Police Canine Unit.
- L. Minutes of the Mayor's Utility Coordinating Committee meeting held on May 18, 2007.
- M. Minutes of the MTA Commission meeting held on April 24, 2007 and the Financial and Ridership Reports for April 2007.
- N. Communication from June Matte, Bond Counsel, regarding the adopted FY2008 budget.
- O. Communication from Paul Porter recommending that an informal committee be organized composed of representatives from the Assessors, Building, Planning and Economic Development Departments for the purpose of projecting growth needed to prevent increasing fees and/or raising taxes to pay for any mandatory expenditure increases.

REFERRALS TO COMMITTEES

COMMITTEE ON BILLS ON SECOND READING (Concurrent Referral to Public Hearing on a date and time to be scheduled by the City Clerk's Office.)

- P. Rezoning petition submitted by Southern NH Planning Commission for property located at 438 Dubuque Street.

COMMITTEE ON FINANCE

Q. Resolutions:

“Amending the FY2008 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Two Hundred Twenty Five Thousand Dollars (\$225,000) and revising the title of CIP 711408 from “Additional Multi-Space Meters” to “Millyard Parking Plan Implementation.”

“Authorizing the Finance Officer in Fiscal Year 2007 to effect a transfer of Fifty Three Thousand Seven Hundred Fifty Dollars (\$53,750) from Contingency to the Manchester Police Department.”

“Authorizing the Finance Officer to Make Certain Budgetary Closings for the Year 2007.”

REPORTS OF COMMITTEES

COMMITTEE ON ACCOUNTS, ENROLLMENT AND REVENUE ADMINISTRATION

- R.** Recommending that a proposed Business Expense Policy for the City be updated and approved as enclosed herein, with the addition that those traveling to conferences and training paid by the city provide a report to the Board following attendance to advise of the activities learned. The Committee notes that it requested the Independent City Auditor to provide the policy with portions changed or updated highlighted.

(Unanimous vote with the exception of Aldermen Thibault and DeVries who were absent.)

- S.** Advising that it has referred the enclosed communication from Alderman Lopez to the Finance Officer and City Solicitor for review and report.

(Unanimous vote with the exception of Aldermen Thibault and DeVries who were absent.)

- T. Advising that it has accepted the City's Monthly Financial Statements (unaudited) for the eleven months ended May 31, 2007 and is forwarding same to the Board for informational purposes.
(Unanimous vote with the exception of Aldermen Thibault and DeVries who were absent.)
(Note: available for viewing at the Office of the City Clerk and previously forwarded to the Mayor and Aldermen.)

- U. Advising that it has accepted the following Finance Department reports:
- a) department legend;
 - b) open invoice report over 90 days by fund;
 - c) open invoice report all invoices for interdepartmental billings only;
 - d) open invoice report all invoices due from the School Department only;
 - e) listing of invoices submitted to City Solicitor for legal determination; and
 - f) accounts receivable summary.
- and is forwarding same to the Board for informational purposes.
(Unanimous vote with the exception of Aldermen Thibault and DeVries who were absent.)
(Note: available for viewing at the Office of the City Clerk and previously forwarded to the Mayor and Aldermen.)

- V. Recommending that the 3rd and 4th quarter FY2007 write off list for the accounts receivable module be approved.
(Unanimous vote with the exception of Aldermen Thibault and DeVries who were absent.)

COMMITTEE ON ADMINISTRATION/INFORMATION SYSTEMS

- W. Recommending that a request of the NH Fisher Cats to extend the entertainment curfew from 10 PM to 11 PM on Friday, August 17, 2007 for a concert at Merchantsauto.com Stadium be granted and approved under the supervision of Fire, Police and City Clerk's office.
(Unanimous vote)

COMMITTEE ON BILLS ON SECOND READING

X. Recommending that Ordinance:

“Amending Sections 33.024, 33.025, & 33.026 ((Assistant Airport Director (Finance & Administration) to Deputy Airport Director and Property & Contract Administrator to Property & Contract Coordinator))), of the Code of Ordinances of the City of Manchester.”

ought to pass as amended.

The Committee notes that it has amended the Ordinance to reflect a Grade 27 for the Deputy Airport Director position as recommended by the Human Resources Director.

(Aldermen Lopez, Gatsas, and Garrity in favor. Aldermen Duval and Pinard opposed.)

Y. Recommending that Ordinance:

“Amending Chapter 70: Motor Vehicles And Traffic of the Code of Ordinances of the City of Manchester by expanding the Residential Parking Permit Zone #1 in Section 70.55(D)(1) to include a portion of Elm Street.”

ought to pass.

(Aldermen Duval, Lopez, Garrity and Pinard in favor. Alderman Gatsas opposed.)

COMMITTEE ON COMMUNITY IMPROVEMENT

Z. Advising that it has received a presentation regarding a potential storm water utility for the City and has concurred with the Highway Department’s intention to engage a low cost feasibility study of such a program with informational reports anticipated to be made to the Committee and Board at a future time in the December to March period.

(Unanimous vote)

COMMITTEE ON PUBLIC SAFETY, HEALTH & TRAFFIC

AA. Recommending that regulations governing standing, stopping, parking and operations of vehicles be adopted and put into effect when duly advertised and posted.

LADIES AND GENTLEMEN, HAVING READ THE CONSENT AGENDA, A MOTION WOULD BE IN ORDER THAT THE CONSENT AGENDA BE APPROVED.

5. Communication from Carol Johnson, Deputy City Clerk, requesting the Board reaffirm appointments to the Revolving Loan Fund Committee for terms expiring June 1, 2009, establish future expirations for June 2010, and affirm and order composition of such committee as outlined.

Ladies and Gentlemen, what is your pleasure?

6. Nominations to be presented by Mayor Guinta, if available.
7. Confirmation of the nomination of Jeff Dobe to fill a vacancy on the Senior Services Commission, term to expire January 1, 2008.

A motion is in order to confirm the nomination as presented.

8. Report(s) of the Committee on Public Safety, Health & Traffic regarding Millyard Parking Plan Implementation, if available.

Ladies and Gentlemen, what is your pleasure?

9. Mayor Guinta advises that a motion is in order to recess the regular meeting to allow the Committee on Finance to meet.

10. Mayor Guinta calls the meeting back to order.

OTHER BUSINESS

11. Report(s) of the Committee on Finance, if available.

Ladies and Gentlemen, what is your pleasure?

12. Report of the Committee on Human Resources/Insurance regarding Equipment Operator III (Sweeper) position, if available.

Ladies and Gentlemen, what is your pleasure?

13. Ordinances: (A motion is in order to read by titles only.)

“Amending the Zoning Ordinance of the City of Manchester the Neighborhood Business District (B-1) into an area currently zoned Residential Two Family District (R-2), including two lots, Tax Map 325, Lots 18 and 18A with addresses of 316 and 322 South Main Street and abutting Goffe Street. The intent being that the entirety of these two lots would be in the B-1 District.”

“Amending the Zoning Ordinance of the City of Manchester by extending the General Business District (B-2) into an area currently zoned Urban Multifamily District (R-3), being a portion of Tax Map 315, Lot 8 with an address of 116 South Main Street and abutting Walker Street. A majority of the property is currently zoned B-2 and the petition would extend the B-2 to include the entire lot.”

These Ordinances having had their second reading by titles only, the question is on passing same to be Enrolled.

- 14.** Mayor Guinta advises that a motion is in order to recess the regular meeting to allow the Committee on Accounts, Enrollment and Revenue Administration to meet.

- 15.** Mayor Guinta calls the meeting back to order.

- 16.** Report of the Committee on Accounts, Enrollment and Revenue Administration, if available.

Ladies and Gentlemen, what is your pleasure?

- 17.** State Legislative update to be presented by Mayor Guinta, if available.
(Note: update to be provided prior to or at the meeting.)

- 18.** Charter Amendment submitted by Mayor Guinta relative to authorizing the City to enter into a contract of employment with the Airport Director.

(Note: to be submitted prior to or at meeting.)

Ladies and Gentlemen, what is your pleasure?

19. Communication from Leo Bernier, City Clerk, requesting the Board set the polling hours for the Municipal Primary Election scheduled for Tuesday, September 18, 2007, from 6 AM until 7 PM.

Ladies and Gentlemen, what is your pleasure?

20. Communication from Carol Johnson, Deputy City Clerk, submitting a warrant pursuant to RSA 466:14 to be issued to the Chief of Police for civil forfeitures for unlicensed dogs, requesting authorization for the City Clerk to remove names from the listing as deemed appropriate and collect reimbursement for related certified mail costs.

Ladies and Gentlemen, what is your pleasure?

21. Communication from Robert MacKenzie, Director of Planning, submitting the final draft of a strategic Neighborhood Plan for Rimmon Heights and seeking the Board's review, approval and/or concurrence.

Ladies and Gentlemen, what is your pleasure?

22. Warrant to be committed to the Tax Collector for collection under the Hand and Seal of the Board of Mayor and Aldermen for the collection of sewer charges.

(Note: amount to be presented by Clerk at meeting.)

Ladies and Gentlemen, what is your pleasure?

23. Ordinances: **(A motion is in order to read by titles only.)**

“Amending the Zoning Ordinance of the City of Manchester the Neighborhood Business District (B-1) into an area currently zoned Residential Two Family District (R-2), including two lots, Tax Map 325, Lots 18 and 18A with addresses of 316 and 322 South Main Street and abutting Goffe Street. The intent being that the entirety of these two lots would be in the B-1 District.”

“Amending the Zoning Ordinance of the City of Manchester by extending the General Business District (B-2) into an area currently zoned Urban Multifamily District (R-3), being a portion of Tax Map 315, Lot 8 with an address of 116 South Main Street and abutting Walker Street. A majority of the property is currently zoned B-2 and the petition would extend the B-2 to include the entire lot.”

These Ordinances having had their third and final reading by titles only, the question is on passing same to be Ordained.

24. Resolutions:

“Amending the FY2008 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Two Hundred Twenty Five Thousand Dollars (\$225,000) and revising the title of CIP 711408 from “Additional Multi-Space Meters” to “Millyard Parking Plan Implementation.”

“Authorizing the Finance Officer in Fiscal Year 2007 to effect a transfer of Fifty Three Thousand Seven Hundred Fifty Dollars (\$53,750) from Contingency to the Manchester Police Department.”

“Authorizing the Finance Officer to Make Certain Budgetary Closings for the Year 2007.”

TABLED ITEMS

A motion is in order to remove any of the following items from the table for discussion.

25. Report of the Committee on Bills on Second Reading recommending that Ordinance:

“Amending the Zoning Ordinance of the City of Manchester by extending the B-2 (General Business) zoning district to include property currently zoned IND (Industrial) located on the south side of Gold Street east of the former Lawrence Branch of the B&M Railroad and including the following three lots Tax Map 875-14, 875-15, 875-16.”

ought to pass.

*(Aldermen Duval, Lopez, Garrity and Pinard recorded in favor; Alderman Gatsas opposed.)
(Tabled 09/05/2006)*

26. Report of the Committee on Bills on Second Reading recommending that Ordinance:

“Amending the Zoning Ordinance of the City of Manchester by extending the R-3 (Urban Multi-family) zoning district to include property currently zoned R-1B (Single-family) located on a portion of Tax Map 691 Lot 143-1 that will be on the north side of a proposed Gold Street Bypass and adjacent to Bradley Street and the New St. Augustin’s Cemetery.”

ought to pass.

*(Aldermen Duval, Lopez, Garrity and Pinard recorded in favor; Alderman Gatsas opposed.)
(Tabled 09/05/2006)*

27. Report of the Committee on Community Improvement advising that it has requested staff to prepare documents to provide that the City agree to extend the term on the 2nd mortgage relating to Lowell Terrace Associates property located at the northwest corner of Lowell and Chestnut Streets to coincide with the expiration of the existing first mortgage in 2013.
(Unanimous vote)
(Tabled 05/15/2007. *Additional materials provided by Finance enclosed.*)

28. A Majority report of the Committee on Bills on Second Reading recommending that Ordinance:
“Amending the Zoning Ordinance of the City of Manchester by extending the General Business District (B-2) into an area currently zoned Residential One Family District (R-1B), being a portion of Tax Map 381, Lot 47 with an address of 466 South Willow Street and abutting South Lincoln, South Willow and Parkview Streets. A majority of the property is currently zoned B-2 and the petition would extend the B-2 to include the entire lot.”
be denied at this time.

The Committee notes that the business owner should work with the neighborhood and may return with a petition after addressing issue as noted in a communication from Alderman Garrity enclosed herein.
(Aldermen Garrity, Pinard and Duval in favor. Aldermen Lopez and Gatsas opposed.)
(Tabled 06/05/2007)

29. **NEW BUSINESS**

- a) Communications
- b) Aldermen

30. **Mayor Guinta advises that immediately following adjournment the Board will hold a negotiation strategy session with the Chief Negotiator and if there is no further business a motion is in order to adjourn.**

SHEEHAN
PHINNEY
BASS +
GREEN

PROFESSIONAL
ASSOCIATION



ATTORNEYS AT LAW

MANCHESTER
1000 ELM STREET
MANCHESTER, NH
03101
T 603 668-0300
F 603 627-8121

CONCORD
TWO EAGLE SQUARE
CONCORD, NH
03301
T 603 223-2020
F 603 224-8899

LEBANON
46 CENTERRA PARKWAY
LEBANON, NH
03766
T 603 643-9070
F 603 643-3679

BOSTON
ONE BOSTON PLACE
BOSTON, MA
02108
T 617 897-5600
F 617 439-9363

WWW.SHEEHAN.COM

Writers Direct Dial
(603) 627-8145
rmiller@sheehan.com

RECEIVED
JUN 22 2007
MAYOR'S OFFICE

June 21, 2007

VIA FIRST CLASS MAIL

Hon. Frank Guinta, Mayor
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Line Drive Lofts, LLC Condominium Project – Line Drive

Mayor Guinta:

This letter will confirm that New Hampshire Triple Play, LLC, as operating entity of the New Hampshire Fisher Cats, requests to be formally placed on the agenda for the July 10, 2007 meeting of the Board of Mayor and Aldermen. At that time, we would appreciate the opportunity to address the full Board on (1) the separation of powers between the Board of Mayor and Aldermen and the Board of Adjustment in cases where extreme zoning variances are sought, and the Board of Mayor and Aldermen's authority in such cases; (2) the City's ongoing contractual obligations to the Fisher Cats and the Eastern League pursuant to the Management and Operations Agreement and the Red Sox Agreements; and (3) to formally voice our strong opposition to the above-referenced condominium project and to ask the full Board for a formal vote indicating its position on the propriety of the above-referenced condominium project as proposed.

We anticipate that Art Solomon and I will address the Board live that night, and that an additional individual may appear by video. We will, of course, handle the necessary arrangements to provide for this video testimony.

I will be providing the Board with a memorandum and relevant exhibits on these subjects well in advance of the meeting.

If you would be so kind as to confirm that the Board will hear us on July 10, 2007, we would be most appreciative. Thank you for your kind attention to this matter.

3

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Miller', followed by a long horizontal flourish.

Robert H. Miller

cc: Arthur Solomon

Board of Aldermen

Yeas and Nays

Upon BWA Poll
Approve Policy "pianokeys"
June 12-13, 2007

Aldermen	Yea	Nay	Absent	Pass
Ward 1 - Roy	✓			
Ward 2 - Gatsas	✓			
Ward 3 - Long	✓			
Ward 4 - Duval	✓			
Ward 5 - Osborne	✓			
Ward 6 - Pinard	✓			
At Large - O'Neil	✓			
At Large - Lopez	✓			
Ward 7 - Shea	✓			
Ward 8 - DeVries	✓			
Ward 9 - Garrity	✓			
Ward 10 - Smith	✓			
Ward 11 - Thibault	✓			
Ward 12 - Forest	✓			
TOTAL:				

A



CITY OF MANCHESTER Board of Aldermen



Memo To: Chief Jaskolka
Police Department

From: Ted Gatsas
Alderman – Ward 2

Date: June 12, 2007

Re: Crosswalk enforcement

The Board is being requested to approve a policy of “piano key” styled crosswalks within the City. I have agreed with the poll, but would like some clarification regarding tickets issued for violations, relating to crosswalks, that could be discussed at the July 10 meeting of the Board when the poll is ratified.

Specifically, I am requesting that the Police Department provide a report clarifying enforcement issues regarding the number of tickets issued for violations including those by vehicles not stopping and people “jay walking”.

Your response with copies to members of the Board would be appreciated.

A

Board of Aldermen

Yeas and Nays

Upon Roll - Allow Rd Cross to

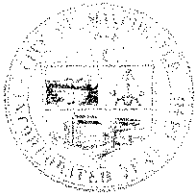
Place temp signs on City property

June 18

2006

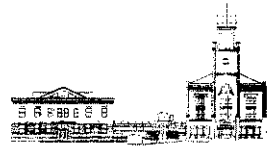
Aldermen	Yea	Nay	Absent	Pass
Ward 1 - Roy				
Ward 2 - Gatsas	✓			
Ward 3 - Long	✓	✓		
Ward 4 - Duval	✓			
Ward 5 - Osborne	✓			
Ward 6 - Pinard				
At Large - O'Neil	✓			
At Large - Lopez	✓			
Ward 7 - Shea	✓			
Ward 8 - DeVries	✓			
Ward 9 - Garrity	✓			
Ward 10 - Smith	✓			
Ward 11 - Thibault	✓			
Ward 12 - Forest	✓			
TOTAL:				

B



CITY OF MANCHESTER

Office of the City Clerk



Leo R. Bernier
City Clerk

Carol A. Johnson
Deputy City Clerk

Paula L-Kang
Deputy Clerk
Administrative Services

Matthew Normand
Deputy Clerk
Licensing & Facilities

Patricia Piecuch
Deputy Clerk
Financial Administration

June 19, 2007

Ms. Carolyn McNamara
American Red Cross
New England Region
425 Reservoir Avenue
Manchester, NH 03104-4458

SENT VIA FAX

Dear Ms. McNamara,

Please be advised that the Board of Mayor and Aldermen have approved your request of June 18, 2007 for "GIVE BLOOD HERE TODAY" signage at the corner of Reservoir Avenue and Mammoth Road and Mammoth Road and Bridge Street.

By way of this letter we are advising the Building Department of such approval.

Sincerely,

Leo R. Bernier
City Clerk

C: Building Commissioner

13



Leon L. LaFreniere
Building Commissioner

CITY OF MANCHESTER DEPARTMENT OF BUILDINGS

One City Hall Plaza
Manchester, New Hampshire 03101
Tel: (603) 624-6475
Fax: (603) 624-6324



Matthew M. Sink
Deputy Bldg. Commissioner

June 15, 2007

Approved: Ed Criss
Attn: Robert Herbert
1234 Elm Street
Manchester NH 03104

Re: *Signage on 1234 Elm Street*

Dear Sir or Madam:

The purpose of this letter is to follow-up today's inspection of the *1234 Elm Street* property with respect to the erection of signs without benefit of required approvals. Sign permits are required for erecting or placing signs on a property within the City of Manchester.

According to Section 9.02 of the City of Manchester Zoning Ordinance, no sign may be erected, placed, replaced, moved, enlarged, illuminated, or substantially altered in the City of Manchester without a permit in accordance with the provisions of the City of Manchester Zoning Ordinance.

According to Section 9.07 (D) "Signs Prohibited Under This Ordinance" of the City of Manchester Zoning Ordinance, all permanent signs not expressly permitted under Section 9.08 and 9.09 of this Ordinance, or signs not expressly exempt from permit requirements under Section 9.03 of this Ordinance, are prohibited in the City of Manchester. Such signs include the following:

D.) Signs other than signs erected by or on behalf of a governmental body, that are located in, or on a public right-of-way or on public lands.

Therefore you are hereby ordered to immediately remove all signs erected without benefit of required permits at *1234 Elm Street* or on any public right-of-way or public lands.

Failure to comply with this notice of violation and order will result in citations being issued. A citation may be issued for each day that a violation exists. If the violation is not corrected, subsequent offenses carry increased penalties.

If you have any questions, do not hesitate to contact our office. Thank you for your anticipated cooperation.

Sincerely,

Glenn Gagne
Glenn Gagne
Zoning Inspector

E-mail: building@ManchesterNH.gov
www.ManchesterNH.gov

R



**American
Red Cross**

Blood Services – Northeast Division

New England Region
125 Reservoir Avenue
Manchester, NH 03104-4158
Tel: (603) 625-1951
www.newenglandblood.org

Board of Mayor and Aldermen
City of Manchester
1 City Hall Plaza
Manchester NH 03101

June 18, 2007

Dear Members of the Board:

On behalf of the American Red Cross Blood Services, I am writing to ask the Board permission to place an American Red Cross "GIVE BLOOD HERE TODAY" sign at the corner of Reservoir Avenue and Mammoth Road as well as Mammoth Road and Bridge Street. I understand that both locations are city properties. The signs are to be placed on the "grassy area" not obstructing pedestrian side walks. These signs are temporary and are removed when we are not holding blood drives at our blood center located at 425 Reservoir Avenue.

On Friday, June 15, 2007, Glen Gagne of the Manchester Building Department inspected our property with respect to placing signs on a property within the City of Manchester, and served Red Cross a notice to immediately remove all signs. Of course, we complied but with enormous concern. I think it is important to state that The American Red Cross Blood Center has been placing this type of signage at these locations for several years.

I cannot overstate the importance of these signs! The American Red Cross in NH must collect 65,000 pints of blood per year to meet the needs of hospital patients, and the Blood Donor Center located at 425 Reservoir Avenue alone is called upon to collect 12,000 pints of blood per year. The purpose of these signs is to make the community aware of when a blood drive is going on and to alert the public of the ongoing and urgent need for blood donors. Blood has a shelf life of 42 days and must constantly be replenished. Without the use of signs street-side where the community can read them, the blood supply will surely be negatively impacted.

It is my hope that the Board of Mayor and Aldermen will help the American Red Cross by allowing us once again to place a sign or two at the above said locations so that we may continue to insure sufficient blood to area hospitals.

Thank you for your time and consideration.

Sincerely,

Carolyn McNamara
American Red Cross Representative

B

Bernier, Leo

To: Gagne, Glenn

Subject: RE: Red Cross Blood Center Signs

Thank you. So long as the Red Cross adheres to the City's Zoning Ordinance amendments as required.

From: Gagne, Glenn

Sent: Tuesday, June 19, 2007 2:36 PM

To: Bernier, Leo

Subject: FW: Red Cross Blood Center Signs

Hi Leo,

Regarding the Board of Mayor and Alderman approval of the request by the American Red Cross for "GIVE BLOOD HERE TODAY" signage on city properties at the corner of Reservoir Avenue and Mammoth Road and Bridge Street and Mammoth Road, the request reads to place an American Red Cross "GIVE BLOOD HERE TODAY" sign at the corner of Reservoir Avenue and Mammoth Road as well as Bridge Street and Mammoth Road. I understand that both locations are city properties. The signs are to be placed on the "grassy area" not obstructing pedestrian sidewalks. These signs are temporary and are removed when we are not holding blood drives at our blood center located at 425 Reservoir Avenue.

Wanted to let you know I followed up with Carolyn McNamara today regarding Zoning Ordinance limitations that were not touched upon in the request or approval. More specifically that the signs can not exceed 20 square feet in area being their in a residential zone and that is the maximum size allowed, can not be attached to trees or fences as they were when recently removed, basically leaving them to be freestanding and on the grassy areas not obstructing pedestrian sidewalks as noted in the request. Just wanted to keep you informed on this as parties involved may not realize the approval was only for placement of the signs on the city land and not allowing any other waivers from Zoning Ordinance restrictions. Let me know if you have any questions or concerns.

Sincerely,

Glenn Gagne
Zoning Inspector
City of Manchester
ggagne@ManchesterNH.gov
(603)-624-6475 ext. 5615

6/20/2007

B

CITY OF MANCHESTER, NH
PETITION FOR POLE LOCATION LICENSE

POLE LOCATION
FORM NO. 1

June 1, 2007

*To the Hon. Board of Mayor and Aldermen
of the City of Manchester, New Hampshire:*

PUBLIC SERVICE OF NEW HAMPSHIRE

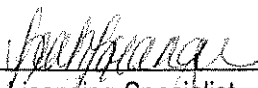
request a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary, along, across, and under the following public ways:

License one (1) pole, 1244/3S located on West Pennacook Street in the City of Manchester.

Wherefore we pray, that we be granted a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon together with sustaining, strengthening and protecting fixtures as may be necessary, said underground conduits, poles and structures to be installed approximately in accordance with the plan filed herewith marked "POLE LOCATION PLAN, PUBLIC SERVICE OF NEW HAMPSHIRE".

Plan No. 11-1159
Dated: 4/13/2007

PUBLIC SERVICE OF NEW HAMPSHIRE

BY: 
Licensing Specialist



CITY OF MANCHESTER, NH
PETITION FOR POLE LOCATION LICENSE

POLE LOCATION
FORM NO. 1

June 7, 2007

*To the Hon. Board of Mayor and Aldermen
of the City of Manchester, New Hampshire:*

**PUBLIC SERVICE OF NEW HAMPSHIRE
&
VERIZON NEW ENGLAND, INC.**

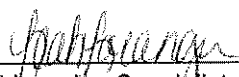
request a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary, along, across, and under the following public ways:

License four (4) poles, 14/209, 14/208, 14/207 and 14/206 located on South Willow Street in the City of Manchester.

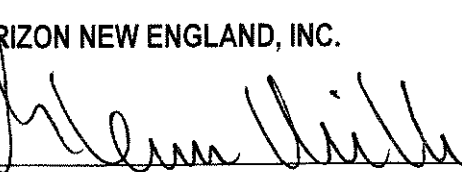
Wherefore we pray, that we be granted a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon together with sustaining, strengthening and protecting fixtures as may be necessary, said underground conduits, poles and structures to be installed approximately in accordance with the plan filed herewith marked "POLE LOCATION PLAN, PUBLIC SERVICE OF NEW HAMPSHIRE and VERIZON NEW ENGLAND".

Plan No. 11-1160
Dated: 3/20/2007

PUBLIC SERVICE OF NEW HAMPSHIRE

BY: 
Licensing Specialist

VERIZON NEW ENGLAND, INC.

BY: 
Glenn Mills, Right of Way Department





**City of Manchester
Department of Highways**

227 Maple Street
Manchester, New Hampshire 03103-5596
(603) 624-6444 Fax # (603) 624-6487


Commission
Edward J. Beleski
- Chairman
Joan Flurey
William F. Houghton Jr.
Robert R. Rivard
William A. Varkas

Frank C. Thomas, P.E.
Public Works Director

Kevin A. Sheppard, P.E.
Deputy Public Works Director

- MEMORANDUM -

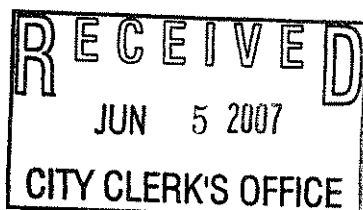
TO: Paula LeBlond – Kang
2nd Deputy City Clerk

FROM: Jay W. Davini
Public Utilities Coordinator 

DATE: June 5, 2007

RE: Sidewalk Petitions – 50/50 Program FY2007

Please submit all the Sidewalk Improvement Petitions you are currently holding to the Board of Mayor and Aldermen for approval.



D



TO THE HONORABLE BOARD OF MAYOR AND
ALDERMEN:

I/we, Susan Cady, the
Name(s)

owner(s) of the real estate abutting upon 134 Brook Street,
Street Address

Manchester, NH 03104

Description (including footage): corner lot, sidewalk in
bad disrepair
Footage Brook St approx 100 feet
Beech St 43 feet

desire that:

- ☐ A sidewalk be constructed along said frontage
- ☒ A sidewalk be reconstructed along said frontage
- ☒ Curbing be installed along said frontage
- ☐ Curbing be reset along said frontage

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed:

Susan Marie Cady
Owner

Owner

134 BR
Mailing Address

Phone #:

(H) 603 622 3240

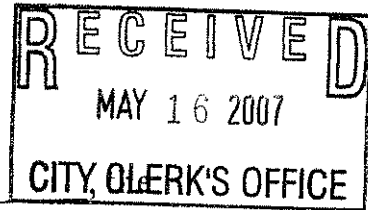
Date:

5/13/02

cell 603 - 391 - 6111



TO THE HONORABLE BOARD OF MAYOR AND
ALDERMEN:



I/we, Victor Larivee
Name(s)

owner(s) of the real estate abutting upon 857 Somerville St
Street Address

Manchester, NH 03103

Description (including footage): One family house w/
about 50ft street front

desire that:

- ☐ A sidewalk be constructed along said frontage
- ☒ A sidewalk be reconstructed along said frontage
- ☒ Curbing be installed along said frontage
- ☐ Curbing be reset along said frontage

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed:

Victor Larivee
Owner

Owner

857 Somerville St Manchester NH 03103
Mailing Address

Phone #:

603-625-4121

Date: 16 MAY 07

D



TO THE HONORABLE BOARD OF MAYOR AND
ALDERMEN:

I/we, Michael Dertler, the
Name(s)

owner(s) of the real estate abutting upon 121 Waterman St.
Street Address

Manchester, NH 0310

Description (including footage): 121 waterman St and Randall

desire that:

- ☐ A sidewalk be constructed along said frontage
- ☐ A sidewalk be reconstructed along said frontage
- ☒ Curbing be installed along said frontage
- ☐ Curbing be reset along said frontage

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed: [Signature]

Owner

Owner

425 Second Street Manchester N.H. 03102
Mailing Address

Phone #:

647-0038 H.
345-1980 Cell

Date:

5/18/07

07 MAY 18 AM 3:35

RECEIVED
MANCHESTER CITY CLERK

D



TO THE HONORABLE BOARD OF MAYOR AND
ALDERMEN:

'07 MAY 18 P1:53

I/we, Mark Asadourian, the
Name(s)

owner(s) of the real estate abutting upon Chestnut st - 700-702
Street Address

Manchester, NH 0310

Description (including footage): 25' missing sidewalk on left
when facing building - ~~up to front walkway~~
also reconstruct sidewalk to ~~in~~ front of front walkway
where it is breaking apart

desire that:

- ☒ A sidewalk be constructed along said frontage
- ☒ A sidewalk be reconstructed along said frontage
- ☐ Curbing be installed along said frontage
- ☐ Curbing be reset along said frontage

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed:

Owner

Mark Asadourian

Owner

700 Chestnut St Manchester NH 03104

Mailing Address

Phone #:

623 7117

Date:

5-18-07

D



TO THE HONORABLE BOARD OF MAYOR AND
ALDERMEN:

RECEIVED
MANCHESTER CITY CLERK

'07 MAY 21 P2:47

I/we, Peter & Judy Cheung, the
Name(s)

owner(s) of the real estate abutting upon my Address 24 QUAIL COURT
Street Address
Manchester, NH 0310

Description (including footage): INSTALL curb

desire that:

- ☐ A sidewalk be constructed along said frontage
- ☐ A sidewalk be reconstructed along said frontage
- ☒ Curbing be installed along said frontage
- ☐ Curbing be reset along said frontage

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed: Judy Cheung
Owner

Peter Cheung
Owner

24 QUAIL COURT MANCHESTER NH 03109
Mailing Address

Phone #: 647-1460

Date: 5/11/07

D



TO THE HONORABLE BOARD OF MAYOR AND
ALDERMEN:

I/we, Tanet N Walden, the
Name(s)

owner(s) of the real estate abutting upon 1010/1014 Cilley Rd
Street Address

RECEIVED
MANCHESTER CITY CLERK
07 MAY 23 PM 2:28

Description (including footage): 50' DW Manchest, NH 03103
1010/1014 Cilley Rd
DIRECTLY IN FRONT

desire that:

- ☐ A sidewalk be constructed along said frontage
- ☐ A sidewalk be reconstructed along said frontage
- ☒ Curbing be installed along said frontage
- ☐ Curbing be reset along said frontage

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed:

Tanet N Walden
Owner

36 Rosegate Farm Dr. Manchester 03109
Mailing Address

Phone #: (603) 666-3712

Date: 5/21/07

TD



TO THE HONORABLE BOARD OF MAYOR AND ALDERMEN:

07 MAY 23 P4:58

I/we, John Fitzgerald, the
Name(s)

owner(s) of the real estate abutting upon 60 Wheelock St
Street Address

Manchester, NH 03102

Description (including footage): approx. 30' of granite
curbing in 2 sections. (1) 20' from
driveway to walkway, (2) 10' ft from other
side of walkway to property line

desire that:

- ☐ A sidewalk be constructed along said frontage
- ☐ A sidewalk be reconstructed along said frontage
- ☒ Curbing be installed along said frontage
- ☐ Curbing be reset along said frontage

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed:

John Fitzgerald
Owner

60 Wheelock St. Manchester NH. 03102
Mailing Address

Phone #:

641-5584

Date:

5/23/07

D



TO THE HONORABLE BOARD OF MAYOR AND ALDERMEN:

RECEIVED
MAY 29 P 3:21

I/we, Tudor A Devine, the
Name(s)

owner(s) of the real estate abutting upon 241 HUNTERS ST
Street Address

Manchester, NH 03103

Description (including footage): 50 - 30 feet
50 - 60 ft driveway 10 feet 10 DW 50-60

desire that:

- ☐ A sidewalk be constructed along said frontage
- ☐ A sidewalk be reconstructed along said frontage
- ☒ Curbing be installed along said frontage
- ☐ Curbing be reset along said frontage

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed:

T. A. Devine
Owner

241 HUNTERS ST. MANCHESTER NH 03102
Owner
Mailing Address

Phone #:

625 6318

Date:

5/29/07

D



TO THE HONORABLE BOARD OF MAYOR AND
ALDERMEN:

I/we, GERARD TURCOTTE, the
Name(s)

owner(s) of the real estate abutting upon 183 HARRIMAN ST.
Street Address

Manchester, NH 03102

Description (including footage): 200' OF CURBING

desire that:

- ☐ A sidewalk be constructed along said frontage
- ☐ A sidewalk be reconstructed along said frontage
- ☒ Curbing be installed along said frontage
- ☐ Curbing be reset along said frontage

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed:

Gerard Turcotte
Owner

Owner

183 Harriman St
Mailing Address

Phone #: 603-623-6300

Date: 5-30-07

RECEIVED
MANCHESTER, NH
MAY 30 PM 2:30

15



TO THE HONORABLE BOARD OF MAYOR AND
ALDERMEN:

'07 JUN -1 10:23

I/we, JAMES H. KACE III, the
Name(s)

owner(s) of the real estate abutting upon 533 RAY STREET
Street Address

Manchester, NH 03104

Description (including footage): SINGLE FAMILY RESIDENTIAL, SMALL
LOT 60 feet maybe? GRANITE CURBING, NEEDED FOR
LANDSCAPING. NOTHING IS CURRENTLY IN PLACE

desire that:

- ☐ A sidewalk be constructed along said frontage
- ☐ A sidewalk be reconstructed along said frontage
- ☒ Curbing be installed along said frontage
- ☐ Curbing be reset along said frontage

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed:

[Signature]
Owner

Owner

533 RAY STREET MAN NH 03104
Mailing Address

Phone #: 207 - 838-9886
603-625-8286 X224

Date: 1 JUNE 07



TO THE HONORABLE BOARD OF MAYOR AND
ALDERMEN:

RECEIVED
MANCHESTER, NH 03109

I/we, Joshua and Megan DeSantis, the
Name(s)

owner(s) of the real estate abutting upon 35 Quail Court
Street Address

Manchester, NH 03109

Description (including footage): We would like to replace our
curbing with granite on either side of the driveway.
8 ft on the right side and 33 ft on the left side.
(Total 41 ft). The current concrete curbing has been damaged by
plows. The front yard is washing away with rains.

desire that:

- ☐ A sidewalk be constructed along said frontage
- ☐ A sidewalk be reconstructed along said frontage
- ☒ Curbing be installed along said frontage
- ☐ Curbing be reset along said frontage

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed:

[Signature] Owner
[Signature] Owner

35 Quail Ct Manchester NH 03109
Mailing Address

Phone #: Home: 232-2147 - Cell: 344-3299

Date: 5/31/07

**TO THE HONORABLE BOARD OF MAYOR AND
ALDERMEN:**

I/we, CHRISTOPHER KING DBA SUNSHINE COURT VENTURES LLC, the
Name(s)

owner(s) of the real estate abutting upon 40 SULLIVAN ST.
Street Address

Manchester, NH 03102

Description (including footage): 50 ft sidewalk

PLEASE CONTACT ME WITH AN ESTIMATE PRIOR TO ANY
WORK

desire that:

- ☐ A sidewalk be constructed along said frontage
- ☒ A sidewalk be reconstructed along said frontage
- ☐ Curbing be installed along said frontage
- ☐ Curbing be reset along said frontage

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed: _____

CMK
Owner

Owner

4 SUNSHINE CT. NASHUA NH 03063

Mailing Address

Phone #: _____

603 880 3263

Date: _____

6/3/07

17



TO THE HONORABLE BOARD OF MAYOR AND
ALDERMEN:

MANCHESTER, NEW HAMPSHIRE

'07 JUN -4 92:36

I/we, Benjamin A. Tessier, the
Name(s)

owner(s) of the real estate abutting upon 19 Westminister St
Street Address

Manchester, NH 03103

Description (including footage):

Ranch style home w/ two areas needing curb
One 24 foot section
One 11 foot section

desire that:

- ☐ A sidewalk be constructed along said frontage
- ☐ A sidewalk be reconstructed along said frontage
- ☒ Curbing be installed along said frontage
- ☒ Curbing be reset along said frontage

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed:

B. Tessier

Owner

Owner

Mailing Address

Phone #:

603-622-6045
603-546-0243 (cell)

Date:

05/28/2007



TO THE HONORABLE BOARD OF MAYOR AND
ALDERMEN:

I/we, DENISE CONNARN, the
Name(s)

owner(s) of the real estate abutting upon 55 MARGURIET ST
Street Address

Manchester, NH 0310

Description (including footage): 37 FEET OF GRANET CURBING IN
FRONT OF 55 MARGURIET STREET

desire that:

- ☐ A sidewalk be constructed along said frontage
- ☐ A sidewalk be reconstructed along said frontage
- ☒ Curbing be installed along said frontage
- ☐ Curbing be reset along said frontage

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed:

Denise Connarn
Owner

55 MARGURIET STREET
Owner

Mailing Address

Phone #:

603-622-7580

Date:

6, 1, 2007



TO THE HONORABLE BOARD OF MAYOR AND
ALDERMEN:

07 JUN 11 09:01

I/we, Kathleen Curit, the
Name(s)

owner(s) of the real estate abutting upon 293 Thornton St
Street Address

Manchester, NH 03102

Description (including footage): put sidewalk in front
of house - 15-20 feet long, just an
estimate

desire that:

- ☒ A sidewalk be constructed along said frontage
☐ A sidewalk be reconstructed along said frontage
☒ Curbing be installed along said frontage
☐ Curbing be reset along said frontage

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed:

Kathleen Curit

Owner

Owner

293 Thornton St

Mailing Address

Phone #:

603-1773

Date:

6/1/07





TO THE HONORABLE BOARD OF MAYOR AND
ALDERMEN:

I/we, ALBIE & LUCILLE HARRINGTON, the
Name(s)

owner(s) of the real estate abutting upon approx 35 ft. 101 McDell Street
Street Address

Manchester, NH 0310

Description (including footage): FRONT OF HOUSE

desire that:

- ☐ A sidewalk be constructed along said frontage
- ☐ A sidewalk be reconstructed along said frontage
- ☒ Curbing be installed along said frontage
- ☐ Curbing be reset along said frontage

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed:

Owner

Lucille C. Harrington

Owner

101 McDell Street

Mailing Address

Phone #:

232-7015 New P.u.B.

Date:

6-11-07

11



TO THE HONORABLE BOARD OF MAYOR AND
ALDERMEN:

I/we, Peter + Jennifer Ward, the
Name(s)

owner(s) of the real estate abutting upon 346 Elgin Ave
Street Address

Manchester, NH 03104

Description (including footage):

35'8" in front of house to edge of drive way and
72" from driveway to North line. Total of 41'8"

desire that:

- ☐ A sidewalk be constructed along said frontage
- ☐ A sidewalk be reconstructed along said frontage
- ☒ Curbing be installed along said frontage
- ☐ Curbing be reset along said frontage

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed:

[Signature]
Owner

[Signature]
Owner

346 Elgin Ave, Manchester, NH 03104
Mailing Address

Phone #:

603-641-1352

Date:

6/8/07

TD



TO THE HONORABLE BOARD OF MAYOR AND
ALDERMEN:

I/we, Woodrow and Ginger Simonds, the
Name(s)

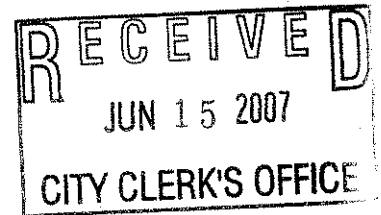
owner(s) of the real estate abutting upon 125 Vinton St.
Street Address

Manchester, NH 0310

Description (including footage): install granite curbing
I would like a price for the left side of the driveway
and a separate price for the right side of the driveway

desire that:

- ☐ A sidewalk be constructed along said frontage
- ☐ A sidewalk be reconstructed along said frontage
- ☒ Curbing be installed along said frontage
- ☐ Curbing be reset along said frontage



hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed:

Woodrow W. Simonds
Owner

Ginger Simonds

Owner

289 Vinton St Manchester NH 03103
Mailing Address

Phone #:

(603) 860-5002

Date:

6/7/07

T



TO THE HONORABLE BOARD OF MAYOR AND
ALDERMEN:

I/we, B. Roger Jacques, the
Name(s)

owner(s) of the real estate abutting upon 252 Lowell Street
Street Address

Manchester, NH 0310

Description (including footage): _____

desire that:

- ☐ A sidewalk be constructed along said frontage
- ☒ A sidewalk be reconstructed along said frontage
- ☒ Curbing be installed along said frontage
- ☐ Curbing be reset along said frontage

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

*Estimate Wanted
before work done please*

Signed:

B. Roger Jacques
Owner

Owner

Mailing Address

Phone #:

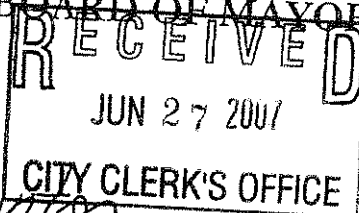
603-622-2722

Date:

6/15/07



TO THE HONORABLE BOARD OF MAYOR AND
ALDERMEN:



RECEIVED

JUN 25 2007

I/we,

John & Bobbi Burton

Name(s)

MAYOR'S OFFICE

, the

owner(s) of the real estate abutting upon

196 Walnut Street

Street Address

Manchester, NH 0310

Description (including footage):

Property is 52' frontage X 100'
Tree removed from City in 2003-04 & left
huge hole in sidewalk. Remainder of walk
is flat heaves & broken up asphalt in very bad
condition. Building is 3-family & tenants have
complained of tripping outside due to the uneven
walkway.

desire that:

- ☐ A sidewalk be constructed along said frontage
- ? ☒ A sidewalk be reconstructed along said frontage
- ☐ Curbing be installed along said frontage
- ☐ Curbing be reset along said frontage

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed:

Bobbi Burton

Owner

Owner

196 Walnut St Manchester, NH 03104

Mailing Address

Phone #:

(603) 867-9069 n
(Bobbi)
603 396-5782
(John)

Date:

6/25/07



TO THE HONORABLE BOARD OF MAYOR AND
ALDERMEN:

I/we, EASTER SEALS NH, the
Name(s)

owner(s) of the real estate abutting upon 555 AUBURN ST
Street Address

Manchester, NH 03103

Description (including footage): _____

- SIDEWALK ALONG AUBURN ST (STARTING FROM CORNER AT LINCOLN ST.) - 275 FT
- SIDEWALK ALONG LINCOLN ST (STARTING FROM CORNER AT AUBURN ST.) 230 FT
- AUBURN ST SIDEWALK - TOTAL RECONSTRUCTION
- LINCOLN ST. - REPAVE EXISTING SIDEWALK

desire that:

- ☐ A sidewalk be constructed along said frontage
- ☒ A sidewalk be reconstructed along said frontage
- ☐ Curbing be installed along said frontage
- ☐ Curbing be reset along said frontage

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed:

Elin Treanor
Elin Treanor, CTO Owner

Owner

555 AUBURN ST, MANCHESTER, NH 03103
Mailing Address

Phone #:

206-6623 / 801-3108

Date:

6/29/07



TO THE HONORABLE BOARD OF MAYOR AND
ALDERMEN:

07 JUN 20 21 30

I/we, Robert Jacques, the
Name(s)

owner(s) of the real estate abutting upon 53 VAL STREET
Street Address

Manchester, NH 03103

Description (including footage): INSTALL CURBING ON FRONT OF
HOUSE TO THE LEFT AND RIGHT OF DRIVEWAY
TOTAL FOOTAGE IS 55 FEET

desire that:

- ☐ A sidewalk be constructed along said frontage
- ☐ A sidewalk be reconstructed along said frontage
- ☒ Curbing be installed along said frontage
- ☐ Curbing be reset along said frontage

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed:

Robert Jacques
Owner

Owner

(Same)

Mailing Address

Phone #:

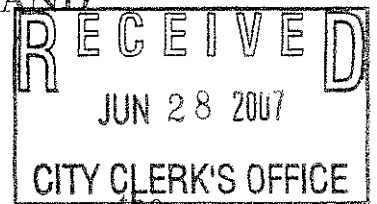
669-4540

Date:

6-28-07



TO THE HONORABLE BOARD OF MAYOR AND
ALDERMEN:



I/we, John & Paula Blasik, the
Name(s)

owner(s) of the real estate abutting upon 155 Mission Ave
Street Address

Manchester, NH 0310

Description (including footage): Granite Curb along front of
property, In front of the mail box & all the
way to the right of the mail box, 44 ft and 4 inches.

My neighbor on my right, Al Gustafson / green ranch
may be interested in a curbing in front of his house and want
desire that: to know if the cost is better if we have
this done at the same
time.

- ☐ A sidewalk be constructed along said frontage
- ☐ A sidewalk be reconstructed along said frontage
- ☒ Curbing be installed along said frontage
- ☐ Curbing be reset along said frontage

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the
cost of same. I/we the undersigned request your Honorable Board to grant this
petition and to direct the Public Works Director to prepare and execute the
necessary agreement between said petitioner(s) and the City of Manchester and
forthwith to carry out the work as specified above.

Signed: John Blasik
Owner

Paula Blasik
Owner

155 Mission Ave. Manchester, NH 03104
Mailing Address

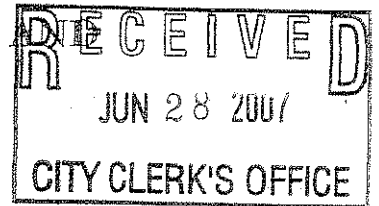
Phone #: Home - 625-2858 Date: 6-26-07

Paula work 8:00am to 3:45
1-800-329-1390 Ex: 50529

11



TO THE HONORABLE BOARD OF MAYOR
ALDERMEN:



I/we, Stephen E Stanley, the
Name(s)

owner(s) of the real estate abutting upon 31 Lamonte St
Street Address

Manchester, NH 03104

Description (including footage):

Curbing on Lamonte Street
Aprox 30 ft

desire that:

- ☐ A sidewalk be constructed along said frontage
- ☐ A sidewalk be reconstructed along said frontage
- ☒ Curbing be installed along said frontage
- ☐ Curbing be reset along said frontage

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed:

Stephen E Stanley
Owner

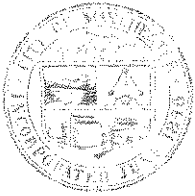
Owner

31 Lamonte St / Manchester, NH 03104
Mailing Address

Phone #: 603-624-8567

Date: June 26, 2007

1



CITY OF MANCHESTER

Board of Aldermen



MEMORANDUM

To: Board of Aldermen

From: Alderman Garrity *MG*
PLC

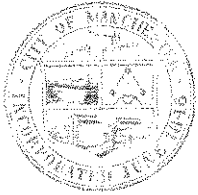
Date: June 11, 2007

Re: Rezoning Request for Autotorium at So. Willow and Parkview Streets

Over the weekend I spent time walking the neighborhood to Autotorium gathering signatures on the attached petition which is being forwarded to you for your information. Please note that it is my intent to continue to gather more signatures.

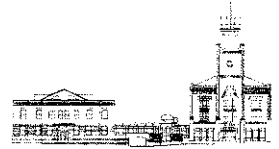
Enclosures

F



CITY OF MANCHESTER

Board of Aldermen



June 6, 2007

The Honorable Board of Mayor
and Aldermen
One City Hall Plaza
Manchester, NH 03101

Dear Colleagues:

Needless to say I am extremely disappointed that the full Board did not vote on the recommendation presented by the Committee on Bills on Second Reading to deny the rezoning request for Autotorium at the intersection of South Willow and Parkview Streets.

It being 9:40 in the morning following the actions of the Board I have received numerous calls from the neighborhood venting their frustrations and disappointment. I have also received the enclosed communication from Mr. Lamy. I will be spending an extensive amount of time this weekend going door-to-door with a petition in hand to deny the request.

I implore my colleagues to listen to the cries of the neighborhood residents and take the necessary action, which is best for their quality of life and that of their children. Overwhelmingly, the neighborhood considers this rezoning a non-debatable item. Again, I urge you to do what's right and vote to deny the petition at the July 10th meeting of the Board.

Please call me if you have any questions.

Sincerely,

Michael D. Garrity
Alderman – Ward 9

Enclosure

Alderman Michael Garrity
6 Kendall ave.
Manchester, N.H. 03103

Regards Auto Torium Used Car Lot
Parkview Street

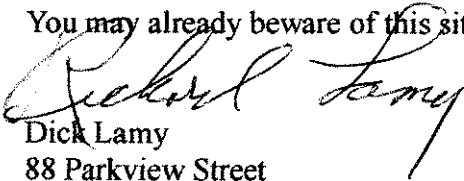
Dear Sir:

At the city hall meeting last night I recognized Miss Engabin sitting in front of me. She and another lady spoke in favor of rezoning for Auto Torium and it did not register with me until today that she Engabin is a direct abutter to the back side of Auto Torium on Doris Street which is the next street south of Parkview Street.

I do not know who the other lady speaker was but I will bet you she is also an abutter to the Auto Torium property and they both plan to sell their homes to Auto Torium . Then Auto Torium will have room to expand their property to encroach on Doris Street like they have on Parkview Street. They will also add to their frontage on Willow Street which will bring more traffic and hazards to the area.

Just another chess game to screw the taxpayer.

You may already beware of this situation but I wanted be sure you are informed..


Dick Lamy
88 Parkview Street

E

We the residents and neighbors residing in and around South Willow and Parkview Streets request the Board of Mayor and Aldermen to deny the rezoning petition for Tax Map 381, Lot 47 with an address of 466 South Willow Street.

NAME/ADDRESS

Shirley M. Leafe

80 Parkview St

Loretta Deafe

80 Parkview St.

K. L.

89 PARKVIEW ST.

Michelle Lf

610 Shasta St

Jane Deafe

610 Shasta St

Richard J. Lamy

88 Parkview St.

Nancy Lessard

73 Parkview St.

Paul Gurgan

140 Parkview

James L.

41 Parkview

Michelle Romin

52 Parkview St.

Mary J. Nelson

63 Parkview St

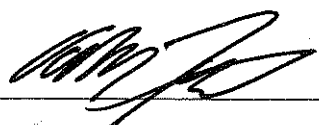
We the residents and neighbors residing in and around South Willow and Parkview Streets request the Board of Mayor and Aldermen to deny the rezoning petition for Tax Map 381, Lot 47 with an address of 466 South Willow Street.

NAME/ADDRESS

Kristina Nelson	63 Parkview St.
Matt Nelson	63 Parkview St.
Stanley Weaver	62 Parkview St
Robert L. Dill	81 Parkview St.
Carolyn Duell	81 Parkview St
Lucille Mintum	115 Parkview St.
Stanley Jaskolka	126 Parkview St.
Jeanne Jaskolka	126 Parkview St
Asfred J. Paris	154 PARKVIEW ST
Uleana M. Attorney	79 Vinton St.
Charles J. J. J.	79 Vinton St.

We the residents and neighbors residing in and around South Willow and Parkview Streets request the Board of Mayor and Aldermen to deny the rezoning petition for Tax Map 381, Lot 47 with an address of 466 South Willow Street.

NAME/ADDRESS

Antonio Roberge	243 So. Wilson St
Jeanne Roberge	243 So. Wilson St
Paul D. Borden	225 So. Wilson St
Darlene Bazin	33 Boisset St.
Brinck Boring	33 Boisset St
Jackie Samson	25 Barker St.
Steve Smith	21 Boisset St.
Linda R. Hagnon	21 Boisset St.
Jan & Denise	13 Boisset St.
Alene C. Clemens	13 Boisset St
	273 Auburn St Apt 3

We the residents and neighbors residing in and around South Willow and Parkview Streets request the Board of Mayor and Aldermen to deny the rezoning petition for Tax Map 381, Lot 47 with an address of 466 South Willow Street.

NAME/ADDRESS

Hilbert Smith

455 Pine St.

Daniel Miller

35 Baisuet St

Ernie G. Verrell

58 Donna Ave

Mavis J. Verrell

58 Donna Ave

Wm. J. Verrell

22 Donna Ave

Margaret Sylvester

33 Donna Ave.

Stanley Harris

166 Parkview St.

Mary Harris

166 Parkview St.

John Harris

166 Parkview St.

Nicolas Harris

166 Parkview St.

Mary Harris

142 Vinton St.

We the residents and neighbors residing in and around South Willow and Parkview Streets request the Board of Mayor and Aldermen to deny the rezoning petition for Tax Map 381, Lot 47 with an address of 466 South Willow Street.

NAME/ADDRESS

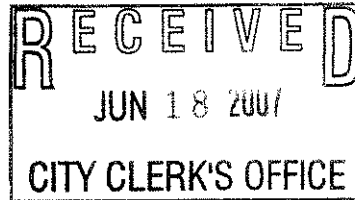
<u>Lucie Lacasse</u>	<u>229 Young St.</u>
<u>Keri Dunham</u>	<u>105 Vinton St.</u>
<u>Donna Guertin</u>	<u>135 Brunelle ave</u>
<u>Karl C. Little</u>	<u>137 Vinton St.</u>
<u>Tina Ziemba</u>	<u>142 Vinton St.</u>
<u>Joan Langdon</u>	<u>172 Vinton St</u>
<u>Jim H</u>	<u>105 Vinton St</u>
<u> </u>	<u> </u>
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<u> </u>	<u> </u>



CITY OF MANCHESTER Board of Aldermen



June 19, 2007



Committee on Accounts, Enrollment & Revenue Administration
One City Hall Plaza
Manchester, NH 03101

Re: Charter – Article VI Section 6.13 Biennial Budgeting

Chairman Pinard and Honorable Members:

Biennial Budgeting has been authorized by the State of New Hampshire and Section 6.13 of our City Charter states “consistent with this charter the biennial budgeting process and set by ordinance any procedures necessary in order to effectively carry out changes.”

I know it may seem early to some people but the budget that department heads will have to start working on, if we go to biennial budgeting, is around the corner. I believe that the Board of Aldermen will have to approve biennial budgeting as to what procedures are in place. Otherwise, the procedures for budgeting will be carried out under Article VI of the City Charter.

Before the Aldermen approve biennial budgeting, we all must know what we are getting into, it might be a great idea, or it might not. We surely need to have some conversation before it is too late. The conversation needs to include the Finance Officer and the City solicitor.

I would recommend that the Finance Officer, City Solicitor begin immediate review and working with the Committee on Accounts to review biennial budgeting so that we all know from the start what it means, what all the consequences will be when and if the Board decides to do a biennial budget, with a report to the full Board of Mayor and Aldermen by December 1, 2007.

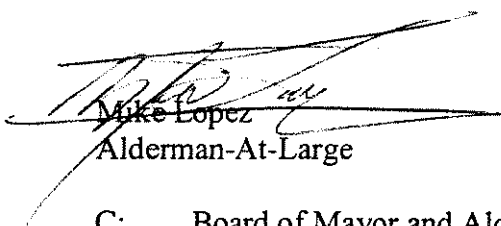
Let's not wait for the last minute to consider such an important step. Questions I think should be considered are:

- Do we want to follow Article VI of the City charter for biennial budgeting?
- What Changes can be made if the Board wanted to?
- Do we need a charter change to address any issues?
- What problems can we run into the second year of a biennial budget as the law is now or with any considered changes?

Committee on Accounts
June 19, 2007
Page 2

There are many questions that other aldermen will have on this issue. The most important thing at this stage is to have some discussion about biennial budgeting.

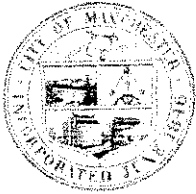
Sincerely,



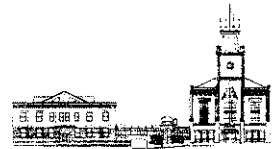
Mike Lopez
Alderman-At-Large

C: Board of Mayor and Aldermen ✓
Finance Officer
City Solicitor

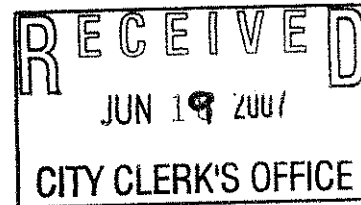
F



CITY OF MANCHESTER Board of Aldermen



June 19, 2007



Committee on Community Improvement
One City Hall Plaza
Manchester, NH 03101

Chairman Garrity and Honorable Members:

As you meet and have discussions about using Rooms and Meals tax money in the future for Storm Water Utility/Sidewalks/Streets, please consider these comments.

First, let me say that money is needed now and in my point of view should be started with first addressing our reserve fund ordinances that are in place. I do believe that at some point we might look at the revenue that will be in the Rooms and Meals tax, but remember we do have a tax rate stabilization account that we should consider and put money into that account. After all, when we built the civic center we said money would go back to the taxpayer after.

Before we rush into starting another fund, I believe that we need to review some of our ordinances. So, before we make another policy effecting rooms and meals revenue, some of these special ordinances should be changed to start putting money into a special account for storm water/sidewalks/streets this year.

The Finance Officer should review the following to see if they apply today and make recommendations to the Board regarding what changes he would suggest. One area that we should talk about is how much percent of the surplus should go into these accounts, and what they should be used for. An example that I would like to see is instead of putting 50% of the surplus into the Revenue Stabilization Account, how about 25% into this account and 25% into special storm water/sidewalks/streets. That way we can start doing something this year after the audit takes place for the 2007 budget. That's just one ordinance that might be changed. The reserve ordinances are as follows:

- 35.032 Revenue Stabilization Reserve Account (Ordinance passed 5-6-97)
- 35.033 Special Revenue Reserve Account (Ordinance passed 11-6-02)
- 35.034 Tax Rate Stabilization Reserve Account (Ordinance passed 11-6-02)
- 35.035 Risk Retention Reserve Account (Ordinance Passed 11-6-02)

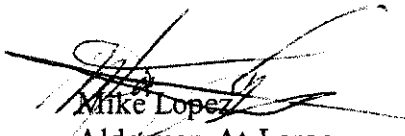
Committee on Community Improvement

June 19, 2007

Page 2

I am asking the Board of Aldermen to have the Finance Officer, the City Solicitor and if needed our Bond Council for recommendation before we move forward to make sure that it would not hurt our bond rating to make some changes.

Sincerely,


Mike Lopez
Alderman-At-Large

C: Board of Mayor and Aldermen ✓
Finance Officer
City Solicitor

G



MANCHESTER HEALTH DEPARTMENT MONTHLY REPORT SUMMARY JUNE 2007

ENVIRONMENTAL PLANNING & POLLUTION CONTROL PROGRAM

PROGRAM

LISTING:

**Arbovirus
Surveillance &
Control**

**Chronic Disease
Prevention**

**Communicable
Disease Control**

**Community
Epidemiology**

Dental Health

**Environmental
Planning and
Pollution Control**

Food Protection

HIV Prevention

**Homeless
Healthcare Project**

Immunizations

**Institutional
Inspections**

**Lead Poisoning
Prevention**

**Public Health
Investigations**

**Public Health
Preparedness**

Refugee Health

School Health

**Sexually
Transmitted
Disease Control**

**Tuberculosis
Control**

Water Quality

**Youth Health
Promotion**

Introduction

On-site sewage disposal systems (septic systems) provide a cost effective and efficient way of disposing of domestic sewage. However, improperly designed, installed or maintained septic systems may result in the release of poorly treated or untreated effluent. This discharge may contaminate adjacent ground and/or surface waters, endangering public health and threatening the environment. Proper disposal of wastewater is necessary not only to protect the public health but also prevent contamination of ground and surface waters. Domestic sewage is routinely contaminated with pathogenic bacteria, viruses, helminthes, protozoa and spirochetes. It is imperative that sewage and wastewater be properly disposed of for the general well being of the public.

Summary of Programs

The Manchester Health Department has vital planning, plan approval and regulatory responsibilities to assure that public health and the environment are protected. This is especially true when referring to the disposal of wastewater through on-site sewage disposal systems. Approximately fifteen percent of homes and businesses in Manchester currently rely upon individual septic systems to dispose of their sewage. The Environmental Health Division is responsible for investigating reports of failed septic systems as well as inspecting newly constructed and replaced systems. This procedure includes witnessing test pits to determine soil characteristics, reviewing plans to assess conformity with local and state regulations, and performing inspections at various stages of septic system construction to ensure proper installation. In addition, the Division also reviews all proposed subdivisions to assure adequate lot size and soil conditions to support on-site sewage disposal prior to submission to the Planning Board. Finally, all reports of failed septic systems are investigated and followed-up on.

Regulatory

The Manchester Health Department is charged with enforcing various state statutes relating to the correction of health hazards created by failed septic systems (RSA 147 and RSA 485-A), and is the local agent for the New Hampshire Department of Environmental Services (NHDES). The Department is also responsible for the permit process and enforcement of provisions of Chapter 53 of the City of Manchester Code of Ordinances relating to on-site sewage disposal. The NHDES rules pertaining to septic systems can be found in Chapter Env-Ws 1000; "Subdivision and Individual Sewage Disposal Systems Design Rules".

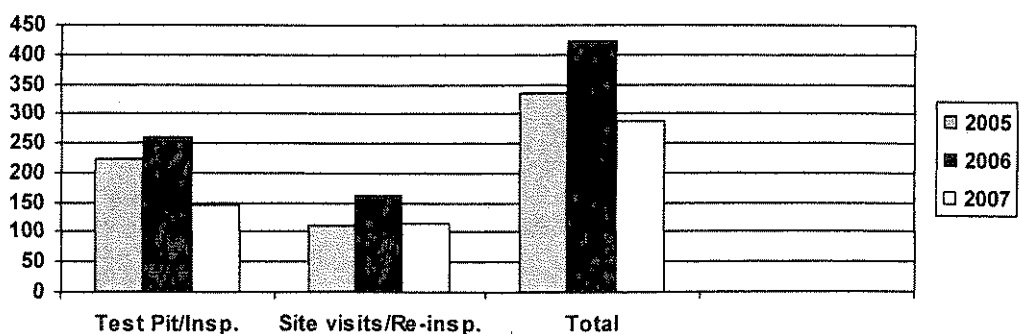
Program Notes and Trends

The City of Manchester has seen a limited number of new septic constructions over the

past three years. There have been however, a constant number of septic system inspections and related activities. The number of replacement systems and failures typically remains constant; assuming a random number of the currently installed systems will require replacement at any given time. Some factors which may affect the rate of failure include: development of less than suitable sites, change in estimated seasonal water tables (climate change), and lifespan of new, alternate technologies. Some factors which may influence installation of new systems include: new housing market, subdivision of remaining large tracts of land, lending company mandates for updated systems upon property transfer, and the connection of houses served by septic systems to the municipal sewer. It is anticipated that similar resources will be required for this program during the foreseeable future.

Year	Test pits and septic inspections	Site visits	Total visits
2005	223	111	334
2006	260	163	423
2007	146	114	286*

* year-to-date



Community Activities

Health Department Promotions: It is with great pleasure that the Health Department announces the promotions of two key staff members. Anna Thomas, MPH has been promoted to Deputy Public Health Director, and that Philip Alexakos, REHS, MPH has been promoted to Public Health Preparedness Administrator.

Ms. Thomas has been with the Health Department for the past 13 years. She holds a Bachelor of Science Degree in Health Management and Policy from UNH and a Masters Degree in Public Health from Dartmouth College. In addition to her duties as Deputy Public Health Director, Ms. Thomas will continue to oversee the Division of Chronic Disease Prevention & Neighborhood Health.

Mr. Alexakos has also been with the Health Department for the past 13 years. He holds a Bachelor of Science Degree in Biology from Bates College and a Masters Degree in Public Health from UNH. Mr. Alexakos will oversee the Division of Environmental Health & Emergency Response, and will be responsible for the Public Health Preparedness Program.

Kickin' Butts in Manchester Tobacco Prevention and Control Coalition: The Kickin' Butts in Manchester Tobacco Prevention and Control Coalition held a press conference on May 31st, in recognition of World No Tobacco Day. This yearly celebration informs the public on the dangers of using tobacco and details what agencies from the World Health Organization to local coalitions are doing to fight the tobacco epidemic. World No Tobacco Day empowers people around the world to claim their right to health and healthy living and to protect future generations.

Highlights of the event including reporting on the success of the most recent iteration of merchant compliance checks conducted by the Manchester Police Department, as well as the PRIDE survey results conducted in Manchester's middle schools. Kickin' Butts in Manchester is pleased to report that of the 125 retail establishments that were checked, only two sold tobacco products to minors.

Public Health Excellence Awards for Food Safety: The Manchester Board of Health is pleased to announce the recipients of the 2006 "Public Health Excellence Award for Food Safety." The award winners are The Masonic Home; Oven Poppers, Inc.; Olive Garden Restaurant; Camp Carpenter; Papa John's (1215 Elm Street); Tidewater Café at Summit Packaging; VNA Child Care & Family Resource Center; Chili's Grill and Bar; Dunkin Donuts (947 Second Street); Hillcrest Terrace; Easter Seals; JMB Dunkin Donuts d/b/a Dunkin Donuts (216 Elm Street); Trinity High School; Governor Hugh Gallen Hi-Rise; Wendy's (722 Second Street); Famous Dave's. Congratulations to those food service establishments who are committed to protecting the public health.

West Nile Virus / Eastern Equine Encephalitis (Eee) Hotline: The Manchester Health Department has begun its surveillance activities in Manchester for West Nile Virus and EEE. Residents with questions, concerns or to report dead crows, blue jays or mosquito breeding areas are encouraged to call 624-6466 x325.

FOR MORE INFORMATION

Visit our website at <http://www.manchesternh.gov/CityGov/HLT/Home.html>, or call 624-6466

H



**City of Manchester
Information Systems Department**

100 Merrimack Street
Manchester, New Hampshire 03101-2210
Phone (603) 624-6577
Fax (603) 624-6320
www.ManchesterNH.gov

June 28, 2007

Board of Mayor and Aldermen
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Dear Board of Mayor and Aldermen:

We have entered into an agreement with FusionConneX to do a six month pilot to provide public, fee based Wireless Internet Access (WiFi) at Livingston Park. Fusion ConneX is a Londonderry based company that provides this type of service in all New England states in hotels, marinas and Hampton Beach. Their web site is www.fusionconnex.com.

In addition to the public access, FusionConneX will provide the City with free WiFi access at Livingston Park for city employees on city business and will also provide the City with utilization records throughout the pilot period. Based on the pilot results, the city could consider expanding the pilot, going to bid to cover the rest of the City or we could find that it is not an economically viable model and eliminate the service.

If the pilot is successful, we would be bringing WiFi service availability to the public and enable the City's increasingly mobile workforce access to the City's network in many locations throughout the City.

We worked with Chuck Deprima to find a suitable location for the equipment and the total out-of-pocket cost to the City for this pilot is about \$130 for a telephone line that Information Systems will pay for.

I am available for any questions you might have.

Sincerely,

Jennie Angell

Cc: Chuck Deprima



Robert S. MacKenzie, AICP
Director

CITY OF MANCHESTER

Planning and Community Development

Planning
Community Improvement Program
Growth Management



Staff to:
Planning Board
Heritage Commission
Millyard Design Review Committee

June 6, 2007

Honorable Members of the Board of Mayor and Aldermen
City Hall
One City Hall Plaza
Manchester, New Hampshire 03101

re: Information on South Willow Street CIP Accounts.

Honorable Board Members:

At the June regular meeting, it was requested that I provide additional information on two CIP accounts dealing with South Willow Street. These accounts are CIP 227794 and CIP 713303.

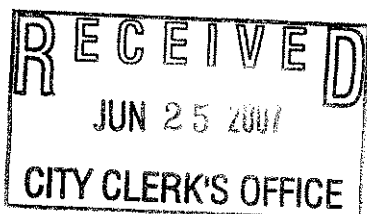
As background, these accounts began in the early 1990's when private development projects along South Willow Street began to increase traffic congestion and impact on adjacent residential neighborhoods. The Planning Board, in dealing with applications for these projects began requiring traffic improvement contributions from developers in order to mitigate the impact from the new stores. These funds have been released by the Planning Board for projects consistent with two original objectives of the program – to mitigate traffic impacts on adjacent residential areas and to improve traffic flows on South Willow Street. Funds have been used for such projects as interconnecting signals along the corridor and implementing traffic calming measures on Jobin Drive. These projects are carried out by the Public Works Department following approval by the Planning Board.

If you have any questions, I will be available at your meeting.

Sincerely,

Robert S. MacKenzie, AICP
Director of Planning and Community Development

C: Todd Connors, Planning Board Chair



One City Hall Plaza, Manchester, New Hampshire 03101
Phone: (603) 624-6450 Fax: (603) 624-6529
E-mail: planning@ManchesterNH.gov
www.ManchesterNH.gov



John A. Jaskolka
Chief

City of Manchester Police Department

Ralph Miller Public Safety Center
351 Chestnut Street
Manchester, New Hampshire 03101-2294
(603) 668-8711 Business Phone
(603) 668-8941 Main Fax
(603) 628-6137 Administrative Offices Fax

Commission

Calvin T. Cramer
John J. Tenn
Nory Marquez
Thomas D. Noonan
Thomas J. Hammond

Deputy Chiefs

Glenn S. Leidemer
Gary T. Simmons
Marc P. Lussier

Executive Secretary

Kim Demers

June 13, 2007

To : Board of Mayor and Aldermen
From : Deputy Chief Marc P. Lussier

Re : Police Canine Unit

Dear Aldermen,

On December 26, 2006 I authored a letter to the BMA regards the Manchester Police Canine Unit. The gist of the letter was that we needed more K-9's and I was seeking monies to possibly purchase two dogs and to fill overtime vacancies created by three officers being away at training. The projected worst case scenario was that we would have to purchase two dogs for \$10,000 and would have to spend \$46,800 in overtime.

On January 2, 2007 the BMA approved transferring \$56,800 from contingency to Police, and on January 16th these monies were transferred.

In this process we purchased two dogs for \$7,600, spent \$1,963.40 for medical examinations (we returned one dog as their personality did not meet our standards, and had to have a third dog evaluated), and utilized \$15,825.31 to back fill overtime: total expenditures being \$25,388.71. The remaining monies will be reconciled at the end of our physical year.

As a point of interest, we remain two canines shy of our compliment of nine, and some of our more senior dogs are nearing the end of their careers.

I thank you for your cooperation in this matter.

Respectfully,

Marc P. Lussier
Deputy Chief of Police

A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

Internet: www.manchesterpd.com



MAYOR'S UTILITY COORDINATING COMMITTEE

May 18, 2007

~ ~ ~ ~ ~

The meeting was called to order by Peter Capano at 10:05 AM.

MANCHESTER HOUSING & REDEVELOPMENT

Ward

- #3 157 Chestnut St. – MHRA intends to relocate the offices of the Construction Division from 89 Pine St. to this property. Ferd Construction continues work. Work is complete. Awaiting phone service.
- #12 French Hall – J.P. Sercel Assoc. (Lazer design/production firm) currently renovating the property. Occupancy has been rescheduled.
- #12 Northwest Business Park – Planning Board held subdivision hearing in December. Hearing raised questions regarding traffic impact, wetlands impact and buffers. Oest Engineering updated the Planning Board at their February meeting.
- #11 Brown School – An addition will be made to the former school building so as to accommodate 34 units of Elderly Housing. North Branch Construction continues on construction. Framing for addition continues. Installation of windows is complete. Rough plumbing and electrical is complete.
- #3 Jac-Pac – Continuing to look for interim use proposals. City negotiating with developer.

STATE PROJECTS

- #6 Candia Road [Bypass 28-I-93] – R.S. Audley is under contract with the N.H.-D.O.T. for this road reconstruction project. The east end of the job is paved. Project will begin soon proceeding towards the west. Completion expected in Spring of 2008.

L

Ward#

#11 Granite St./F.E.

Everett Trnpk Imprv.

- The NHDOT "C" contract was awarded to Middlesex Corp. of Mass. at \$28,687,750 which includes the City's work on Granite Street between Main St. and the river plus turnpike work. The new southbound lane bridge on the Everett Turnpike is in service. Northbound traffic has been put on the new bridge. Abutments for the new northbound bridge will be complete soon with steel to be placed soon after.

The City's Granite St. Bridge Contract was awarded to E.D. Swett, the low bidder at \$11.7 million. Most of the steel is now in place. The remainder of the City's (Contract "E") Granite Street work (Commercial St. to Elm St.) will be signed May 17th. American Excavators is the contractor.

#8 Airport Access Road

- The NH Department of Transportation's bidding the Merrimack River Crossing Bridge in May. This will be a three-year project. The bridge over Route #3 in Bedford will be bid in May. HTA has designed the relocation of the Trolley Crossing Pump Station force main for EPD.

PLANNING/BUILDING

SUBDIVISIONS

- #12 Woodland Pond** - 77 lot subdivision for single-family homes approved with roads off Countryside Blvd. Work has begun on last phase.
- #1 McLane Way** - Seven unit planned development is under construction.
- #6 Grand View Estates** - 15 homes proposed on an extension of Lindstrom Lane is under construction.
- #2 Sky Meadow Way** - 4 unit planned development approved off Currier Drive. Three houses now complete.
- #3 167 Silver St.** - One 7 and one 8 unit condos approved by Planning Board. Has some Certificate of Occupancies.
- #8 270 Stanton St.** - 4 new lots approved by Planning Board. Utility work underway on one lot.

SITE PLANS

- #3 Chinburg** - Multiple residential townhouses are under construction with two high-rise towers to follow just south of Fisher Cats Stadium. Some occupancy permits have been issued.

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- #2 166 LaGrange Ave. - Islamic Society Mosque foundation permit issued from Building Department.
- #12 25 Hackett Hill Rd. - The Gables project, 52 units. Three buildings are done, the next one is underway.
- #2 845 Mammoth Rd. - One three story, 10 unit building approved by Planning Board.
- #10 800 Second St. - The Planning Board has approved a proposal for a two story 4,748 S.F. Subaru auto sales and service facility with parking.
- #6 Hobbs Way - Five houses to be built off Bridge Street Extension.
- #5 661 Bell St.
"Vista View" - Combination of 12 handicap access apartments & 26 townhouses. One townhouse is occupied, a building permit has been issued for the third building.
- #9 915 S.Mammoth Rd. - Three self-storage units has Planning Board approval.
- #7 Maple/Silver Sts. - Mill proposal to be converted to 57 units of housing. (Manchester Neighbor Works) Work is well underway.
- #2 978 Mammoth Rd. - "Mammoth Oaks" 8-unit planned development approved, construction has begun.
- #11 CMC - Project consists of a new medical office building and a parking garage. The Parking Garage is in use. Walkway over McGregor St. to be built. Steel for medical office building going up. Harvey Construction managing this project.
- #6 1070 Holt Ave. - Industrial building is almost complete.
- #12 The Neighborhood
@ Woodland Pond - 487 Units on 110 acres bordering Goffstown and Hooksett at Hackett Hill approved by Planning Board. Work is underway on extension of Countryside Blvd. Townhouses and condos under construction.
- #2 Currier Museum
of Art - Expansion of building towards Orange St. and parking lot on the Prospect Street is well underway. Expansion is enclosed.
- #6 Karatzas Ave. - Three building lots with 200 housing units approved by the Planning Board.
- #6 1207 Hanover St. - Rehabilitation of existing warehouse/retail to 19,500 S.F. with loading and parking. Approved by Planning Board.

Ward

- #9 161 So.Beech St. - Four story, 29 unit apartment proposed along with conversion of church to retail space. Approved by Planning Board.
- #3 55 W.Brook St. - A 15,530 S.F. building for PSNH Call Center with parking. Work is well underway.
- #3 386 Union St. - A 4,000 S.F. one story Laundromat at Lake Avenue has been approved. Demolition work is complete.
- #9 3 S. Maple St. - A four story, 4,000 s.f., 20 unit apartment building with first floor office space and parking garage approved by Planning Board.
- #8 1000 S.Willow St. - The replacement of "Bickford's" with a 4,000 s.f. Bank of America has been approved.
- #8 725 Huse Rd. - The replacement of Harvey Industries with a 157,000 s.f. "Lowe's" has been proposed.
- #9 775 S.Willow St. - The replacement of a drive-through bank with a fueling facility for Stop n' Shop approved.
- #6 190 Zachary Rd. - A 79,000 S.F. office/manufacturing and warehouse is under construction for API.
- #10 S.Main/2nd St. - "Mobil On the Run" to be expanded and car wash, work is underway.
- #10 #432 S. Main - A CVS pharmacy will be built at the location of the former "Sully's Supermarket".
- #5 #425 Lake Ave. - Four Seasons Market will be replaced by a new convenience store.

Water Works Projects

Water Main Relays

A) Spruce – Wilson to Massabesic	720 L.F. of 6"
B) Jewett – Young to Massabesic	1,500 L.F. of 6", 8"
C) Pine – Sagamore to Pennacook	300 L.F. of 6"
D) Reed – Kelley northerly	250 L.F. of 6"
E) Farmer – Candia northerly	150 L.F. of 6"
F) Cedar – Wilson to Belmont	660 L.F. of 6"
G) Poor – Second to Hill	270 L.F. of 6"
H) Old Granite	761 L.F. of 8"
I) Rte. 3A – Brown Ave. southerly	1,500 L.F. of 16"

Ward#

Cleaning & Lining distribution system (total linear feet, 9,090)

(Heitkamp is the contractor) Preconstruction Conference is scheduled for May 17th

(a) Kelley -Lafayette to Rimmon	2,400 L.F. of 6"
(b) Laval -Amory to Mason	1,670 L.F. of 6"
(c) Boutwell -Bremer to Mason	480 L.F. of 6"
(d) Alsace - Amory to Kelley	440 L.F. of 6"
(e) Montgomery – Amory to Bremer	1,200 L.F. of 6"
(f) Reed – Kelley to Mason	800 L.F. of 6"
(g) Youville – Kelley to Mason	1,400 L.F. of 6"
(h) Cartier – Amory to Kelley	700 L.F. of 6"

PARKS & RECREATION PROJECTS

P&R PROJECTS - FY'07

#10 Piscataquog

Trailway,
Phase III - This will involve continuation of the trail from S. Main St. to the West Side Ice Arena, continuing from where Phase II ends continuing west. This phase will be designed by VHB and awaits execution of the municipal agreement in October. We are working with the landowner and currently negotiating for an easement through the property. We have come to a verbal, non-formal agreement with Tires Inc. for an easement through their property. We hope to have the agreement drafted and made legal shortly.

#10 Piscataquog

River, East - Floods have once again damaged the park. Work will begin again soon. The goal is to open for Fall.

#10 Piscataquog

River Park - Quirk Construction was low bidder for the repair of the Piscataquog River Park. This will restore the fields and trail to their pre-flooding condition. Work is over 50% complete. Anticipate completion in May.

#11 Gossler/

Parkside - Currently seeking professional design services to update and improve the site containing these two school facilities for possible construction in FY '08.

Ward#

- #9 Sullivan Family Park** - Located off of Garfield Street behind the Fire Station on Calef Road. Create a passive park area in place of the tennis courts that will be removed and a playground adjacent to Garfield St. with some parking to better suit the needs of the neighborhood and deter illegal activities. Kaestle Boos Associates is in the design phase and construction is anticipated for early spring.
- #2 Weston Observatory** - Weston Tower Observatory restoration needed to save the tower from further deterioration that will inevitably end up destroying the landmark if not corrected. Major improvements will include restoration of the roof, repointing of the stone, restoration of the stairs and other improvements to include some brush clearing around the Tower. Architectural Services Contract to be signed by Kurt Lauer. Bid opening February 8th with construction to begin in the Spring.
- #8 Crystal Lake** - The Crystal Lake Master Plan is done and the City is preserving Crystal Lake Park and the surrounding area in a manner consistent with the City's Master Plan and desired outcome of the people in the surrounding communities. We had our first Community meeting where the public had the opportunity to submit their comments. We will be having another Community meeting for additional comments and suggestions.
- Phase one (funded in FY '07) to be implemented subsequent to completion of master plan. The draft plan has been submitted.
- #2 Hillside School** - DuBois & King to update their original design for improvements/expansion to existing athletic fields located to the west of the school.
- #3 Valley Cemetery Rehabilitation** - Continued work on the restoration of Valley Cemetery including the Pine Street Gate, Chapel, fence and update/replace miscellaneous utilities as the "Friends of Valley Cemetery" allow.
- #12 Black Brook Dam** - The Department is seeking funds in the amount of \$40,000 to begin the process of removal as voted on by the Board of Mayor and Aldermen. Dubois & King to assist us in the engineering, permitting and monitoring of the process. Forty percent (40%) of the anticipated costs will be in-kind services and the balance will come from a State Section 319 Grant from the N.H. Department of Environmental Services. They are working very closely and assisting us with this process. The Watershed Restoration Grant has been completed and has been submitted to the N.H. D.E.S. Water levels are being drawn down.
- #10 Bass Island** CEI designed restoration on park site. FEMA is paying for work expected to resume this Spring.

Ward#

HIGHWAY DEPARTMENT PROJECTS

Construction Projects

- # 6 Candia Rd.
Dry Sewer - Sewer construction is underway.
- #3 Chestnut /Hanover Streets - Sidewalks from Hanover St. to Manchester St. and Chestnut to Pine. Santorelli Construction is the low bidder.
- #8 Lois/Roysan Drain - Bids received at March meeting. Hudson Paving was the low bidder at \$268,000, work to begin in May.
- #5/7 Jewett Street - Sewer replacement, Spring 2007. Young to Massabesic Streets. Bids due May 24th.

Reconstruction Projects

- #3/4 Union St. - Hanover to Bridge Street (coldplaning/overlay) Apr/May 2007
- #5 Spruce St. - Wilson to Massabesic Street April - 2007
- #5 Central St. - Lincoln to Wilson Street 2007
- #4/5 Laurel St. - Lincoln to Wilson Street April - 2007
- #5 Cedar St. - Wilson to Belmont Street July - 2007
- #5 Belmont St. - Massabesic to Belmont Street Aug. - 2007
- #9 So. Willow St. - Andrea to S.Porter (coldplaning/overlay) 2007
- #5 Laurel St. - Wilson to Hall Street (coldplaning/overlay,curb, sidewalk)
- ### Lake Ave. - **Lincoln to Hall Street** Sept. - 2007
- ### Lake Ave. - **Belmont to Beacon Street** Sept. - 2007
- ### Milton St. - **Central to Lake Avenue** - 2007

Sidewalk Construction

- #5 Hanover - Woodland Street to Rand Street has begun.
E.C.U.C. is the contractor.

Reconstruct Sidewalks

- #4 Maple Street - Concord Street to Lowell Street. E.C.U.C. is the contractor.
- #4 Lowell Street - Maple Street to Haines Court. E.C.U.C. is the contractor.

Environmental Protection Division

I. COHAS BROOK INTERCEPTOR PROJECT – PHASE II

- A. *Contract 1:* (Cohas Brook to E. Industrial Park) Project completed and substantial completion has been issued. Punch list items and final overlay will be completed this Spring.
- B. *Contract 2:* (E.Industrial to Candia Rd.) Construction work has started with site clearing. Pipeline installation to begin this month starting at 1070 Holt and moving towards Zachary Drive.

Ward

- C. *Contract 3*: Design of the new Candia Road Pump Station, extension of sewer service through Massabesic traffic circle to Wellington Road is ongoing. Bid date for this \$1.5 million project is Fall 2007.
- D. Cohas Brook Phase III to start with sewer lateral installation in the Lakeshore Drive area in Spring of 2009. Phase III will provide sewer service to the area north of 93/293 split, east of 93 and south of 101.

II. COMBINED SEWER OVERFLOW PROJECTS

- A) W. Bridge/Bremer/Lorraine Sts. Separation – Pipe installation work has been completed on Lorraine Street and Eddy Rd. and Kelley St. This project is about 92% complete. Anticipated completion is summer of 2007.
- B) Poor/Schiller St. Separation – Pipe installation work has been completed on Poor, Wentworth, Hill Sts. and Second St. Pipeline installation ongoing on Boynton St. This project is about 75% complete. Anticipated completion is summer of 2007.
- A) Crescent Road Separation – This final CSO contract was bid April 12th and the low bidder at \$4.2 million was The Dow Co. of Dracut, MA. Contract award is ongoing and work will start in June.
- C) Nutts Pond SEPP Project – Construction work on this \$386,000 pond protection project is ongoing with an early summer completion date.

III. SEWER PROJECTS

- A. Sewer work on Candia Road has started at Bridge Street extension. The contractor expects is working on two fronts (eastern and western) this season.

MANCHESTER AIRPORT

- | | |
|--|--|
| #8 Aerohex Hangars | - New hangars in the northeast area of the airport. Work is ongoing by North Branch Construction, Inc. Project completion anticipated for late spring '07. |
| #8 Runway 24 Safety Area Extn. across S. Willow St. | - Project awarded to Continental Paving, Inc. Notice To Proceed given. Work to be completed by late Fall. |
| #8 Sand Equipment Bid | - Project re-started. Wearing paving being constructed. |
| #8 Summit Packaging #16 Ammon Rd. | - Work has been awarded to All-Ways Wrecking. Work is on-going. Demolition is approximately 40% complete. |
| #8 Meggit Avionics #10 Ammon Rd. | - Work has been awarded to All-Ways Wrecking. Work is on-going. Demolition is approximately 99% complete. |

Ward#

KEYSPAN ENERGY DELIVERY

State of NH-D.O.T.

- a) Candia Rd. – I93 to Proctor Road New main installation is complete except for building connections. This work will be coordinated with Audley in the Spring.

#5 Laurel Street - 1100 L.F. of highpressure main replacement.

City Highway Department

#9 Spruce Street - Wilson St. to Hall St. (New main installation)

#5 Cedar Street - Relay main. Wilson St. to Belmont St.

Combined Sewer Overflow (CSO)

#11 Montgomery St. - Kelley St. 250 feet north and south.

#11/12 Reed St. - Res. #215 – 100 foot relay to end.

#11 Rimmon St. - Kelley – Bremer, complete next week.

#11 Alsace St. - Kelley – Amory, high pressure connection.

PSNH

MANCHESTER TRAFFIC DEPARTMENT

#5 *Massabesic @*
Cypress St. - *Mast arm up for flashing light.*

VERIZON

#9 S.Willow St. - Test pits related to runway extension.

NEXT MEETING: The next MUCC meeting has been scheduled for Wednesday, June 20th at 10: 00 AM in the **Conference Room, second floor, at the Manchester Water Works.**

Attended Contact List

	Ms. Janet Kelliher	PSNH	882-5894 X5230
x	Mr. Karl Franck	Building Dept.	624-6475
x	Mr. Jay Davini	Manchester Highway Dept.	624-6444
x	Mr. Guy Chabot	Manchester Water Works	624-6494
	Mr. Chris Blue	Fire Department	669-2256
	Mr. Mike Venti	Airport Authority	624-6539 X520
	Mr. Jody Rivard	Manchester Fire Dept.	669-2256
	Mr. Chuck Deprima	Parks & Recreation Dept.	624-6565 X315
	Mr. Terry Harlacher	Planning Department	624-6450
	Ms. Betty Hackett	Verizon	645-2713
	Mr. Paul Shea	Keyspan	231-4970
	Mr. Mike Jolin	MHRA	624-2111
	Mr. Jim Hoben	Traffic Department	624-6580
x	Mr. Alan Poullos	Keyspan	231-6415
	Mr. Wayne Wallace	Verizon	645-2701
	Mr. John Williams	Fire Department	669-2256
x	Mr. John O'Rourke	Parks/Recreation/Cemetery	624-6565
x	Mr. Fred McNeill	EPD	624-6341
	Mr. Dennis Anctil	Manchester Highway Dept.	624-6444
x	Mr. Jim Mason	Manchester Traffic Dept.	624-6580

NOTE: NEW projects for the month will be *italicized/bold* printed.

**MANCHESTER
TRANSIT AUTHORITY**

110 ELM STREET, MANCHESTER, NH 03101-2799
TELEPHONE (603) 623-8801
FAX (603) 626-4512



JOHN H. TRISCIANI, CHAIR
PETER ESCALERA, VICE CHAIR
JOSEPH DESELLE
MAUREEN A. NAGLE
CAROL WILLIAMS

DAVID SMITH
EXECUTIVE DIRECTOR

May 30, 2007

Mr. Leo Bernier, City Clerk
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Dear Leo,

The MTA Commissioners held a monthly Commission Meeting on Tuesday, May 29, 2007. Enclosed are the approved Minutes of the April 24, 2007 Commission Meeting, April 2007 Financial Report, and April 2007 Ridership Report.

The next scheduled Commission Meeting will be Tuesday, June 26, 2007 at 5:00 PM.

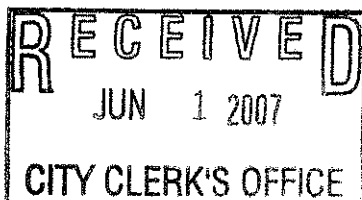
If you should have any questions, please feel free to contact me at extension 612.

Very truly yours,

David Smith
Executive Director

DS:cr

Enclosures



MANCHESTER TRANSIT AUTHORITY

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JOHN H. TRISCIANI, CHAIR
PETER ESCALERA, VICE CHAIR
JOSEPH DESELLE
MAUREEN A. NAGLE
CAROL WILLIAMS

DAVID SMITH
EXECUTIVE DIRECTOR

Manchester Transit Authority

April 24, 2007 Commission Meeting

MEMBERS PRESENT:

Chairman John H. Trisciani
Commissioner Joseph Deselle
Commissioner Maureen A. Nagle
Commissioner Carol Williams

MEMBERS ABSENT:

Vice Chairman Peter Escalera

PERSONNEL PRESENT:

David Smith, Executive Director
Karyn Bennett, Assistant Executive Director
William J. Cantwell, Supt. of Administration
John Huber, Operations Planning Manager
Paul Beauregard, Shop Manager

OTHERS PRESENT:

None

1. a. Chairman TRISCIANI called the meeting to order at 5:00 PM.
- b. TRISCIANI suspended the regular order of business to discuss Item 4. a., Comprehensive Operations Analysis (COA). SMITH explained following the public hearing, the Customer Service Committee met (staff members, 2 transit operators, and WILLIAMS) and reviewed comments from the public hearing, written correspondence, and telephone calls received. The Customer Service Committee presented the following additional recommended COA changes to be approved by the Board:

Route 3 – Brown Ave/Airport: SMITH explained the original plan was to serve the Transportation Center on Canal Street both inbound and outbound. Because of the location of the downtown transfer point at Veterans' Park, the Committee is

M

recommending the inbound trips deviate, upon request, to Auburn Street, into Canal Street, and right onto Granite Street, for any passengers coming in from the Airport. This bus will still serve Canal Street on the outbound trips. TRISCIANI was concerned about passengers being dropped off across the street from the terminal with luggage. BENNETT replied the passengers would be dropped off about 100 ft. before the intersection. There is a sidewalk and lighted walk signal for that intersection.

Route 5 – River Road/SNHU: SMITH recommended considering servicing Colonial Village outbound from 10:06 AM to 2:06 PM, 5 trips per day. He explained we received feedback from Colonial Village residents, the management firm, and Aldermen. This change will serve seniors who would have difficulty carrying packages from River Road. He recommends going into Colonial Village on the outbound trips. The primary concern received from elderly residents was not being able to carry packages home; they had no problem catching the bus on River Road, according to responses we received.

Route 9 – D. W. Highway/North Side Plaza: SMITH explained we received feedback from Prospect Street residents. They are concerned about increasing the number of buses on Prospect Street because there are a lot of children that live in that neighborhood. Currently we serve Prospect Street in one direction with Route #7 which is being proposed to serve in two directions. The #9 will travel in both directions on Prospect Street between Elm and Union Streets; making it 4 buses per hour on Prospect Street. The Committee's recommendation is to change the Route 9, inbound and outbound, from Prospect Street to Harrison Street to diminish the impact on Prospect Street. SMITH explained we might

obtain new ridership because there are senior complexes on Harrison and Pine and Harrison and Chestnut.

Route 11 – Front Street/Hackett Hill: The Committee is recommending serving English Village inbound only.

Route 12 – South Beech/Mall of NH: With the large number of people in favor of retaining service to Hesser College, the Committee is recommending serving Hesser College outbound on all weekday trips.

Route 13 – So River Road/Bedford Highlands: SMITH explained there was concern about retaining coverage on Commercial Street. The Airport bus currently services Commercial Street in one direction. The Committee is recommending the inbound Route 13, traveling east on Bridge Street, use the ramp along Wall Street Tower and travel along Commercial Street to Elm. This has the bus heading in the right direction for its next trip.

SMITH explained these changes resolve the majority of concerns we received from the public.

TRISCIANI asked if we noticed an increase in ridership to and from Hesser College. SMITH replied since the Public Hearing staff conducted passenger counts to the college and did not find a large number of people using the bus.

NAGLE made a motion to approve SMITH's recommendations from the Customer Service Committee. Seconded by WILLIAMS. All Commissioners present in favor. SMITH said flyers will be placed on buses and he will be corresponding to the people who wrote in recommendations.

- c. **Approve Minutes of March 27, 2007 Commission Meeting.** DESELLE made a motion to approve the Minutes of the March 27, 2007 Commission Meeting. Seconded by NAGLE. All Commissioners present in favor.

MANAGEMENT REPORTS

2. a. **Financial Report for March 2007.** DESELLE made a motion to approve the Financial Report for March 2007. Seconded by NAGLE.

Transit Operation: CANTWELL reported revenues were \$82,188 (-28.64%) less than budget. Farebox, tickets, and shuttle revenues were \$1,489 (4.85%) more than budget. Farebox income was higher due to warmer weather and averaged \$792 per service day. Significant variance this month was the receipt of two months local subsidy from the City in the prior month to assist with our cash flow until the Federal grant was awarded. Sale of Maintenance services to the City was higher this month due to March inspections.

Expenses were \$15,823 (-4.78%) less than budget. The variances were health insurance was lower because of the switch to Matthew Thornton Blue HMO, reallocation of outside advertising for part-time school bus operators that was mistakenly applied to transit, sale of fuel to the City, and parts and tire expenses.

School Operation: CANTWELL reported revenues were \$12,517 (-5.91%) less than budget. School charters were ahead of budget by \$3,148 as the spring charter season begins. School expenses were \$3,750 (-1.50%) less than budget. The most significant variances were school bus labor being under the budget by \$12,174, outside advertising services because of the adjustment, and parts and tires were higher due to school bus inspections.

CANTWELL stated since the Federal draw downs, he was able to refund the school bus replacement fund. SMITH said there is \$466,000 in the school capital replacement account and reflects the \$275,000 that has been obligated to purchase buses and cameras this year.

The Accounts Receivable was reviewed. CANTWELL explained nothing has changed since last month because we have not received the School District's check. SMITH explained there is \$12,000 due in the over 120 day account, but \$8,670 is the School District's retention. The remaining \$3,574, half is West High School and \$600 is McDonough School.

All Commissioners present in favor of approving March 2007 Financial Report.

b. **Operations Reports for March 2007.**

Transit-School Report:

Transit: BENNETT explained she and HUBER attended a Triennial Review Workshop in preparation for the impending review. Two spare transit operators were trained during the month. On March 13th they held a wheelchair tie-down training session. WILLIAMS and two disabled passengers graciously gave up their afternoon to assist us. A Public Hearing was held on March 30th in the Aldermanic Chambers. This hearing was well attended and we received very constructive comments and recommendations from the people who spoke.

School: BENNETT reported the annual Safety Awards Banquet, sponsored by New Hampshire School Transportation Association, was held at the Radisson Hotel in Manchester. They honored New Hampshire school bus drivers who were accident free for 5 or more years. The MTA had 5 school bus drivers who received awards and our Maintenance Department was recognized for a high

score in the school bus inspection. During the month 4 drivers were trained and licensed, with an additional 7 trainees still being trained at the end of the month. We completed the month with 77 active drivers and an additional 5 operators on leave. On March 29th Bill Rogers, Tracey Whitehead, and Michelene Langlois attended a substance and drug abuse awareness workshop sponsored by Primex. They need to be certified every 2 years to recognize the signs of drug and/or alcohol abuse. The Accident Review Committee and Customer/Safety Committee are still conducting monthly meetings.

Transit-School Statistics Ridership Report: HUBER reported transit ridership was 38,842 passengers; .17% less than same month last year. Year-to-date we have a 5.4% increase in ridership. We transported 1,097 paratransit riders; a 12% increase from same month last year. Revenue miles on transit were 42,027 and 6,507 on paratransit. There were 12 missed trips during the month due to the weather. Out of 59 trips sampled, 58 were on time. HUBER explained the complaints this month were of late trips because of the snow storm.

Maintenance Report: BEAUREGARD reported State inspections and school bus inspections are complete. During the month 15 transit inspections were scheduled and 19 were completed. Three EH vehicles were scheduled for inspection and all were completed. Twenty-three school buses were scheduled for inspection and 22 were completed. There were 2 transit and 3 school road calls. His department incurred overtime because one mechanic was out sick for 3 weeks and another mechanic was on vacation. They had 25 City work orders and normally do 2 to 3 work orders per month.

TRISCIANI asked about the gentleman who was looking at our school buses for trade-ins. SMITH explained we have four new school buses arriving in June and the buses we would retire we would have to keep insured until the State auction in October. There is an auction in May, but we would have a bus shortage if we sold them in May. In the past, we have had good luck trading-in buses and a dealer came to look at them to give us a trade-in price when the new buses arrive. SMITH feels this may be the best way to dispose of them because we would spend about \$3,500 to insure them through October.

NEW BUSINESS

3. a. **Federal Transit Administration – Triennial Review Scheduled.** For informational purposes, SMITH explained the upcoming Triennial Review. This is a process that the FTA goes through every three years to assess our management practices and program implementation for compliance with federal requirements. Since 1990 they use contractors for the site visit, with one person present from the FTA's regional office. We have a June deadline to submit our written responses and the site visit is scheduled for August 14th and 15th.
- b. **Transit History Celebration.** SMITH said former General Manager Herb Pence is an active member of the Seashore Trolley Museum. When he was General Manager in 1977, they celebrated the 100th anniversary of transit in Manchester by displaying the old street car which was trucked over from the Seashore Museum for display. Mr. Pence is recommending we do that again for the 130th anniversary of transit in Manchester. As a member of the Seashore Trolley Museum he would like to do a lot of the work. SMITH said with the unveiling of the new routes July 2nd, it might be an appropriate time. When this was done in

1977, PSNH paid for transporting the trolley and Mr. Pence recommended approaching them again. The trolley stayed on a flatbed truck all week for about 4 to 5 hours at the Hampshire Plaza (PSNH offices) and was stored in the MTA garage at night. People could step up on a viewing platform and walk down along the trolley to look into it. Mr. Pence is proposing to do the same again. SMITH said we would bear some responsibility for manning and staffing the trolley and Mr. Pence will assist with the public relations. NAGLE stated it is an excellent idea tying the 130th anniversary to the unveiling of the schedules and made a motion based on SMITH's recommendation. Seconded by DESELLE. All Commissioners present in favor. SMITH recommended finding a sponsor to pay for the transportation be contingent to bringing the trolley into Manchester.

- c. **StepSaver "Reservation, Cancellation, and No Show" Procedures.** HUBER explained there is a small group of StepSaver clients who cancel their appointments under an hour before their scheduled pickup or don't show when the bus arrives. He is recommending the implementation of a policy that would curb abuse of the system. The proposed policy requires reservations be made no more than seven days in advance, and temporary suspensions if cancellations are not made at least one hour before a scheduled ride and "no show" abuse. TRISCIANI agrees with implementing this policy but feels the penalty timeframe drags on (3 infractions in a 90 day period.) WILLIAMS agreed. HUBER said ADA regulations mandates we give them a chance to correct themselves. NAGLE asked if clients have to wait for StepSaver at the curb in inclement weather. BENNETT replied we have passengers who wait inside their apartments, but they need to be ready and looking for the driver. WILLIAMS explained she utilizes

StepSaver and has an issue with the “no show” procedure. She gave an example of what happened to her. She scheduled a ride and informed the dispatcher the bus must be at her house by 1:00 PM and the response was between 12:45 and 1:00 PM. The day of the appointment, WILLIAMS called to verify her schedule and was informed the bus would be there between 1:00 to 1:15 PM. WILLIAMS informed the dispatcher that if the bus shows up at 1:00 PM she would not be there. The bus showed up at 1:00 PM, she was not there, and asked if that would count as a “no show” and wanted to know how that appointment changed from 12:45 to 1:00 PM to 1:00 to 1:15 PM. BENNETT replied when a client calls in for a 12:57 pickup, the dispatcher books the appointment and informs the client the bus would be there between 12:45 and 1:00 PM. Because that schedule is so close to the hour, when other people call and schedule, the 12:57 appointment may get bumped 5 minutes and now into the 1:00 -1:15 PM timeframe.

WILLIAMS responded she has a problem with that because it ends up one half hour later than her original request. If she had not called that day she would not have known her ride was bumped. BENNETT said because we are allowed a half hour buffer zone, they only call clients when the bus will be 35 or more minutes late. HUBER said this would not fall under the no show policy because the scheduled bumped her and is not considered a pattern of practice. He said the policy reads if the van does not show in that time belt, then it doesn’t count.

WILLIAMS made a motion to approve the StepSaver Cancellation Policy as presented by HUBER. Seconded by DESELLE. All Commissioners in favor. HUBER commented this would become effective July 2nd.

- d. **Award RFP 07-04 – Auditing Services.** CANTWELL explained our 5-year service contract with Ron L. Beaulieu Company for auditing services expired June 30, 2006. Under FTA guidelines service contracts have a 5-year limit. Last month he issued an RFP for fiscal years 2007 to 2011. Three firms responded to the RFP; Ron L. Beaulieu, F. G. Briggs, and McDonald Page & Company. CANTWELL said they all had first-rate proposals and after comparing all three proposals, McDonald Page & Company's proposal has the most expertise. Mr. Christian Smith would be the associate performing our audit and is well versed with all the federal auditing standards. He and CANTWELL reviewed all present and the new auditing standards that go into effect within the next two to three years. One of their associates who will perform the Single Audit reporting worked for the USDOT as their Single Audit Coordinator in the Office of the Inspector General. CANTWELL recommended awarding McDonald Page & Company the five-year contract to perform auditing services. SMITH agrees with CANTWELL that their qualifications are far superior. DESSELLE made a motion to award MacDonald, Page & Company RFP 07-04. Seconded by NAGLE. All Commissioners present in favor.
- e. **Request to Serve Children's Museum Exhibit for Schools.** SMITH explained over the past four years the Portsmouth Children's Museum has been doing an annual show where they set up a display at the Police Athletic League (PAL) Center. This year, the PAL Center cannot accommodate the museum display and Hampshire First Bank on Canal and Auburn Streets has offered their second floor space. The Children's Museum asked if the MTA would be willing to provide bus service for the elementary schools. Last year they had one bus dedicated to



one school per day and shuttled various classes back and forth. They will be open Wednesday through Friday for 3 weeks. We estimate the cost of this service to be about \$1,600 and SMITH recommended donating this service with no direct cost to the School District. NAGLE made the motion based on SMITH's recommendation. Seconded by DESELLE. All Commissioners present in favor.

- f. **Proposed Mall of NH License Agreement.** SMITH said he received a proposed agreement for bus service into the Mall of NH. He explained the Mall of NH is a Simon Mall and Simon Property Management is the largest mall operator in the country. They established a corporate policy and sent it out to local mall managers to establish bus license agreements for mall bus service. Their concern is not to serve as a transfer point for bus operations, but rather to serve as a destination point for customers that are served by the bus. This agreement has been submitted to our attorney for review and SMITH has arranged a meeting with the mall manager with the next few weeks. First Transit properties across the country have received the same proposed agreement and have indicated that the local mall managers have good leeway for negotiating their agreements. The areas where the mall managers would not have good leeway would be in the insurance and indemnification sections. NAGLE remarked about Item Q, stating that we cannot ensure bus patrons would not disrupt mall operations. SMITH agreed stating passengers are not our responsibility once they leave the bus. SMITH said when we did the COA survey most of the passengers on Route 8 were mall employees. The merchants association should have a very strong interest in allowing us to continue service to the Mall. WILLIAMS commented

on the importance of Item G, leaving a bus unattended. SMITH will keep the board aware of our meeting with the mall manager.

OLD BUSINESS

4. a. **Status – Comprehensive Operations Analysis (COA).** Refer to item 1. b.
- b. **Gillig 06-Series Wheelchair Tie-Downs.** SMITH said that last month he reported on meeting with a representative from American Seating in December. Since that meeting he has repeatedly asked them for a price proposal to modify the present tie-down system and they have yet to produce a price proposal. TRISCIANI commented the new buses arriving in July would have a different setup.

OTHER BUSINESS

5. a. **Date for Next Meeting.** Tuesday, May 29, 2007.

With no further business to come before the Board, NAGLE a motion to adjourn the meeting at 6:15 PM. Seconded by DESELLE. All Commissioners present in favor.



Transit

April 2007

M

**Manchester Transit Authority
Income Statement Transit
For the Ten Months Ending April 30, 2007**

	<u>Current</u>	<u>Budget</u>	<u>YTD</u>	<u>YTD Budget</u>	<u>YTD Net Change</u>
Farebox Revenue					
Farebox Revenue	\$19,912.11	\$16,568.00	\$194,712.05	\$178,106.00	\$16,606.05
Adult Fares	1,899.00	2,300.00	19,943.50	23,000.00	(3,056.50)
Adult Monthly Fares	1,320.00	2,300.00	25,361.00	23,000.00	2,361.00
Senior Citizens Fares	770.00	1,000.00	8,055.00	10,000.00	(1,945.00)
Senior Citizen Monthly Fare	647.50	1,250.00	9,366.50	12,500.00	(3,133.50)
Disabled Rider Fare	2,316.70	1,750.00	18,352.55	17,500.00	852.55
Student Fares	405.00	100.00	8,312.50	1,000.00	7,312.50
Total Farebox and Tickets	27,270.31	25,268.00	284,103.10	265,106.00	18,997.10
Shuttle and Excursions					
Shopping Shuttle	1,260.00	1,260.00	13,120.00	12,600.00	520.00
Excursion Revenue			3,105.00	2,880.00	225.00
Total Shuttle and Excursions	1,260.00	1,260.00	16,225.00	15,480.00	745.00
Other Revenue					
Sale of Fuel to City Departments	30,074.90	25,625.00	315,019.19	256,250.00	58,769.19
Sale of Maintenance Service to City	2,623.82	2,000.00	21,051.30	20,000.00	1,051.30
Advertising Revenue-Bus	12,748.10	5,500.00	69,928.00	55,000.00	14,928.00
Rental of Inncity Terminal		800.00		8,000.00	(8,000.00)
Sale of Vehicles and Equipment			6,364.00		6,364.00
Sale of Scrap Materials			970.20		970.20
Insurance Repair Reimbursement	2,387.27		16,580.68		16,580.68
Interest Income	980.50	750.00	5,814.25	7,500.00	(1,685.75)
Photo Picture ID Revenue	8.00	25.00	164.00	250.00	(86.00)
Other Non-Tranp. Revenue	0.03	25.00	192.54	266.00	(73.46)
Total Other Revenue	48,822.62	34,725.00	436,084.16	347,266.00	88,818.16
Total Operational Income	77,352.93	61,253.00	736,412.26	627,852.00	108,560.26
Operating Assistance					
City of Manchester	91,666.67	93,263.17	916,666.70	932,631.70	(15,965.00)
Town of Bedford		3,400.00	41,400.00	34,000.00	7,400.00
State of New Hampshire			29,260.00	29,260.00	
Federal Operating Subsidy	115,211.00	124,916.67	1,216,760.00	1,249,166.70	(32,406.70)
Total Operating Assistance	206,877.67	221,579.84	2,204,086.70	2,245,058.40	(40,971.70)
Total Revenue	284,230.60	282,832.84	2,940,498.96	2,872,910.40	67,588.56
Expenses					
Labor					
Transit Operator Wages	59,722.77	54,313.00	599,284.37	566,605.00	32,679.37
Transit Operator Overtime Wages	6,601.45	7,992.00	67,619.96	83,336.00	(15,716.04)
StepSaver Operator Wages	11,884.27	11,031.00	112,235.19	114,720.00	(2,484.81)
StepSaver Operator Overtime Wages	1,596.54	1,998.00	16,799.89	20,834.00	(4,034.11)
Mechanic Wages	8,857.55	11,860.00	115,842.28	124,530.00	(8,687.72)
Mechanic Overtime Wages	615.07		10,060.46		10,060.46
Transp. Admin Wages	9,353.90	8,842.00	99,244.63	92,840.00	6,404.63
Transp. Admin Overtime Wages	963.78	175.00	7,234.83	1,750.00	5,484.83
Maint. Admin Wages	3,761.59	3,418.00	37,434.34	35,894.00	1,540.34
General Admin Wages	7,682.08	5,794.00	68,945.64	60,838.00	8,107.64
Gen. Admin Overtime Wages	64.89	83.00	697.19	830.00	(132.81)

M

Manchester Transit Authority
Income Statement Transit
For the Ten Months Ending April 30, 2007

	Current	Budget	YTD	YTD Budget	YTD Net Change
Total Labor	\$111,103.89	\$105,506.00	\$1,135,398.78	\$1,102,177.00	\$33,221.78
Fringe Benefits					
Health Insurance Expense	48,805.82	52,626.00	477,541.83	534,060.00	(56,518.17)
Dental Insurance Expense	1,580.69	1,247.00	13,735.77	12,470.00	1,265.77
Life Insurance Expense	670.34	672.00	6,558.02	6,720.00	(161.98)
Pension Expense	5,792.00	6,370.00	58,594.00	63,700.00	(5,106.00)
FICA Expense	9,849.47	10,070.00	105,372.25	105,537.00	(164.75)
Worker's Compensation	5,135.00	4,406.00	50,028.56	46,157.00	3,871.56
Unemployment Compensation	366.00	894.00	1,476.00	3,576.00	(2,100.00)
Transit Operator Vacation Wages	4,761.73	3,180.00	51,903.29	46,240.00	5,663.29
Transit Operator Holiday Wages	4,693.46	3,770.00	40,195.94	41,470.00	(1,274.06)
Transit Operator Sick Wages	2,685.03	2,828.00	27,525.63	28,280.00	(754.37)
Mechanic Vacation Wages	1,324.00	1,341.00	15,633.02	13,410.00	2,223.02
Mechanic Holiday Wages	922.64	1,176.00	12,092.72	11,760.00	332.72
Mechanic Sick Wages	751.60	90.00	6,008.25	900.00	5,108.25
Transp. Admin Vacation Wages	1,522.40	1,188.00	12,190.27	11,880.00	310.27
Transp. Admin Holiday Wages	792.69	835.00	10,316.45	8,350.00	1,966.45
Transp. Admin Sick Wages	2,153.19	251.00	5,980.42	2,510.00	3,470.42
Maint. Admin Vacation Wages	807.04	756.00	7,181.87	7,560.00	(378.13)
Maint. Admin Holiday Wages	289.87	302.00	5,006.88	3,020.00	1,986.88
Maint. Admin Sick Wages	407.20	91.00	1,030.56	910.00	120.56
Gen Admin. Vacation Wages	902.50	708.00	8,884.55	7,080.00	1,804.55
Gen. Admin Holiday Wages	424.48	466.00	6,904.79	4,660.00	2,244.79
Gen. Admin Sick Wages		140.00	678.16	1,400.00	(721.84)
Transit Uniform Allowance	616.70	779.00	5,408.86	7,790.00	(2,381.14)
Maintenance Uniform Allowance	244.47	504.00	4,183.11	6,618.00	(2,434.89)
Tool Allowance		117.00	917.48	1,170.00	(252.52)
License Reimbursement	60.00	42.00	725.00	490.00	235.00
Burden Adjustment	(15,270.01)	(15,347.00)	(129,561.82)	(152,390.00)	22,828.18
Total Fringe Benefits	80,288.31	79,502.00	806,511.86	825,328.00	(18,816.14)
Services					
Management Consultant	12,217.36	12,375.00	119,907.55	123,750.00	(3,842.45)
Commissioner Expense	14.90	83.00	950.75	830.00	120.75
Auditing Expense			4,340.00	5,400.00	(1,060.00)
Legal Expense		667.00	5,149.75	6,670.00	(1,520.25)
Service Bureau	270.68	450.00	3,440.37	4,500.00	(1,059.63)
Security Service	59.29	83.00	926.46	830.00	96.46
Outside Advertising	1,177.04	417.00	8,602.14	4,170.00	4,432.14
Driver and Criminal Record	8.00		438.00		438.00
Drug & Alcohol Testing		333.00	2,968.00	3,330.00	(362.00)
Pre-Employment Medical		83.00	1,347.90	830.00	517.90
Janitorial Service and Supplies	515.60	658.00	6,071.59	6,580.00	(508.41)
Bank Service Charges	458.23	625.00	6,407.18	6,250.00	157.18
Total Services	14,721.10	15,774.00	160,549.69	163,140.00	(2,590.31)
Materials and Supplies					
Fuel Operations	19,740.10	18,171.00	206,317.92	188,053.00	18,264.92
Sale of Fuel to City Departments	29,168.21	25,000.00	309,698.22	250,000.00	59,698.22
Maintenance Parts	4,576.59	9,769.00	74,190.05	100,401.00	(26,210.95)
Purchase Discounts	(414.50)	(250.00)	(2,716.39)	(2,500.00)	(216.39)
Tires Expense	1,666.00	1,265.00	5,785.07	13,100.00	(7,314.93)
Oil and Grease	394.18	298.00	3,214.56	3,074.00	140.56
Maintenance Supplies	228.30	786.00	7,594.47	7,860.00	(265.53)

M

**Manchester Transit Authority
Income Statement Transit
For the Ten Months Ending April 30, 2007**

	<u>Current</u>	<u>Budget</u>	<u>YTD</u>	<u>YTD Budget</u>	<u>YTD Net Change</u>
Body Shop Supplies	\$391.48	\$443.00	\$775.72	\$4,430.00	(\$3,654.28)
Hazardous Materials		123.00	171.06	1,230.00	(1,058.94)
Outside Parts and Labor	117.50	42.00	567.50	420.00	147.50
Repairs-Inner City Terminal		250.00	110.00	2,500.00	(2,390.00)
Repairs-Building and Grounds	616.77	1,093.00	17,319.02	10,930.00	6,389.02
Repairs-Shop Equipment	167.48	197.00	2,107.36	1,970.00	137.36
Repairs-Radio Equipment		42.00		420.00	(420.00)
Repairs-Office Equipment	623.42	275.00	3,834.78	2,750.00	1,084.78
Office Supplies	1,236.92	917.00	11,216.01	9,170.00	2,046.01
Transit Schedules and Tickets		1,000.00	350.00	10,000.00	(9,650.00)
Total Materials and Supplies	58,512.45	59,421.00	640,535.35	603,808.00	36,727.35
Utilities					
Electricity	1,544.18	1,995.00	16,919.07	19,960.00	(3,040.93)
Natural Gas	2,018.92	1,330.00	15,923.46	15,060.00	863.46
Telephone	673.17	665.00	6,999.62	6,650.00	349.62
Water	162.60	152.00	1,635.84	1,520.00	115.84
Total Utilities	4,398.87	4,142.00	41,477.99	43,190.00	(1,712.01)
Insurance					
Public Liability Insurance	10,881.00	10,881.00	108,811.00	108,810.00	1.00
Other Liability	1,039.00	1,095.00	10,714.74	10,945.00	(230.26)
Total Insurance	11,920.00	11,976.00	119,525.74	119,755.00	(229.26)
Other Expenses					
Dues and Memberships		83.00	828.93	830.00	(1.07)
Tolls and Parking			125.00		125.00
Training and Meetings	620.50	292.00	2,891.74	2,920.00	(28.26)
Grievance Expense		38.00		380.00	(380.00)
Depreciation	36,000.00	36,000.00	360,000.00	360,000.00	
Total Other Expenses	36,620.50	36,413.00	363,845.67	364,130.00	(284.33)
Total Expenses	317,565.12	312,734.00	3,267,845.08	3,221,528.00	46,317.08
Net Income (Loss)	(33,334.52)	(29,901.16)	(327,346.12)	(348,617.60)	21,271.48

M



School

April 2007

m

**Manchester Transit Authority
Income Statement School
For the Ten Months Ending April 30, 2007**

	<u>Current</u>	<u>Budget</u>	<u>YTD</u>	<u>YTD Budget</u>	<u>YTD Net Change</u>
Student Transportation					
Pupil Contract	\$156,117.03	\$163,096.00	\$1,541,565.69	\$1,630,960.00	(\$89,394.31)
Manchester Skill Center	11,251.95	14,297.00	111,831.60	108,816.00	3,015.60
Special Needs	10,587.00	12,704.00	115,398.30	122,806.00	(7,407.70)
Student Tickets		3,600.00	(131.25)	28,800.00	(28,931.25)
Total Student Transportation	177,955.98	193,697.00	1,768,664.34	1,891,382.00	(122,717.66)
School Charter					
Student Athletics	3,749.25	5,000.00	96,892.49	103,000.00	(6,107.51)
Student Fieldtrips	5,392.25	10,000.00	75,025.20	85,000.00	(9,974.80)
Total School Charters	9,141.50	15,000.00	171,917.69	188,000.00	(16,082.31)
Other Revenue					
Sale of Vehicles and Equipment			1,250.00		1,250.00
Interest Income	722.95	100.00	2,793.73	1,000.00	1,793.73
Other Non-Transp. Revenue			4,283.62		4,283.62
Total Other Revenue	722.95	100.00	8,327.35	1,000.00	7,327.35
Total Operational Income	187,820.43	208,797.00	1,948,909.38	2,080,382.00	(131,472.62)
Expenses					
Labor					
School Operator Wages	72,289.62	79,060.00	687,783.83	769,910.00	(82,126.17)
School Operator Overtime Wages	2,106.79	2,457.00	33,443.31	23,503.00	9,940.31
Transit Operator Wages		617.00	890.70	5,651.00	(4,760.30)
Transit Operator Overtime Wages			451.28		451.28
Mechanic Wages	12,171.65	8,242.00	90,308.32	86,540.00	3,768.32
Transp. Admin Wages	7,939.14	8,517.00	78,935.98	89,424.00	(10,488.02)
Transp. Admin Overtime Wages	321.91	407.00	3,625.17	4,070.00	(444.83)
Maint. Admin Wages	3,534.79	2,925.00	32,872.71	30,710.00	2,162.71
General Admin Wages	3,844.56	4,413.00	39,731.25	46,338.00	(6,606.75)
Gen. Admin Overtime Wages		53.00	105.30	530.00	(424.70)
Payroll Transaction	263.85		(0.55)		(0.55)
Total Labor	102,472.31	106,691.00	968,147.30	1,056,676.00	(88,528.70)
Fringe Benefits					
Health Insurance Expense	(1,038.65)		(145.10)		(145.10)
Dental Insurance Expense	(143.63)		79.03		79.03
FICA Expense	8,000.20	7,669.00	67,261.54	77,354.00	(10,092.46)
Worker's Compensation	2,761.00	3,266.00	32,390.44	32,709.00	(318.56)
School Operator Vacation Wages	1,305.00	1,175.00	11,223.00	9,657.00	1,566.00
School Operator Holiday Wages	388.90		17,950.20	25,681.00	(7,730.80)
School Uniform Allowance	47.38	342.00	645.08	3,420.00	(2,774.92)
Maintenance Uniform Allowance			50.00		50.00
Tool Allowance			381.50		381.50
License Reimbursement	240.00	167.00	1,415.00	1,670.00	(255.00)
Burden Adjustment	15,270.01	15,348.00	129,561.82	152,400.00	(22,838.18)
Total Fringe Benefits	26,830.21	27,967.00	260,812.51	302,891.00	(42,078.49)
Services					
Management Consultant	12,217.36	12,375.00	119,927.55	123,750.00	(3,822.45)

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**Manchester Transit Authority
Income Statement School
For the Ten Months Ending April 30, 2007**

	Current	Budget	YTD	YTD Budget	YTD Net Change
Commissioner Expense	\$14.89	\$83.00	\$843.89	\$830.00	\$13.89
Auditing Expense			2,960.00	8,100.00	(5,140.00)
Legal Expense		667.00	6,081.99	6,670.00	(588.01)
Service Bureau	280.68	675.00	8,457.30	6,750.00	1,707.30
Security Service	81.76	125.00	1,173.14	1,250.00	(76.86)
Outside Advertising	3,165.93	1,250.00	18,165.85	12,500.00	5,665.85
Driver and Criminal Record	165.00		2,521.00		2,521.00
Drug & Alcohol Testing		917.00	6,675.90	9,170.00	(2,494.10)
Pre-Employment Medical		583.00	4,249.40	5,830.00	(1,580.60)
Janitorial Service and Supplies	515.60	658.00	6,091.60	6,580.00	(488.40)
Bank Service Charges		42.00	792.50	420.00	372.50
Total Services	16,441.22	17,375.00	177,940.12	181,850.00	(3,909.88)
Materials and Supplies					
Fuel Operations	14,856.00	17,473.00	161,000.74	160,933.00	67.74
Maintenance Parts	4,552.05	5,436.00	46,983.58	50,068.00	(3,084.42)
Tires Expense	780.00	1,528.00	12,823.97	14,071.00	(1,247.03)
Oil and Grease	331.08	304.00	3,757.07	2,803.00	954.07
Maintenance Supplies	294.40	547.00	7,425.12	5,470.00	1,955.12
Body Shop Supplies	259.20	308.00	3,476.74	3,080.00	396.74
Hazardous Materials		85.00		850.00	(850.00)
Outside Parts and Labor		42.00		420.00	(420.00)
Repairs-Building and Grounds	293.75	824.00	9,486.05	8,240.00	1,246.05
Repairs-Shop Equipment	82.50	137.00	1,579.84	1,370.00	209.84
Repairs-Radio Equipment		42.00		420.00	(420.00)
Repairs-Office Equipment	103.28	225.00	2,657.12	2,250.00	407.12
Office Supplies	1,061.06	750.00	6,912.29	7,500.00	(587.71)
School Schedules and Tickets		333.00		3,330.00	(3,330.00)
Total Materials and Supplies	22,613.32	28,034.00	256,102.52	260,805.00	(4,702.48)
Utilities					
Electricity	1,263.42	1,505.00	13,701.78	15,350.00	(1,648.22)
Natural Gas	1,790.38	1,865.00	13,918.77	11,440.00	2,478.77
Telephone	550.80	502.00	4,265.56	5,020.00	(754.44)
Water	133.05	115.00	1,338.46	1,150.00	188.46
Total Utilities	3,737.65	3,987.00	33,224.57	32,960.00	264.57
Insurance					
Public Liability Insurance	14,500.00	14,499.00	144,987.00	144,990.00	(3.00)
Other Liability	955.00	917.00	9,918.42	9,170.00	748.42
Total Insurance	15,455.00	15,416.00	154,905.42	154,160.00	745.42
Other Expenses					
Dues and Memberships		167.00	652.22	1,670.00	(1,017.78)
Tolls and Parking	9.00		41.50		41.50
Training and Meetings	693.75	375.00	2,183.08	3,750.00	(1,566.92)
Grievance Expense		38.00		380.00	(380.00)
Depreciation	21,000.00	21,000.00	210,000.00	210,000.00	
Total Other Expenses	21,702.75	21,580.00	212,876.80	215,800.00	(2,923.20)
Total Expenses	209,252.46	221,050.00	2,064,009.24	2,205,142.00	(141,132.76)
Net Income (Loss)	(21,432.03)	(12,253.00)	(115,099.86)	(124,760.00)	9,660.14

mm

Manchester Transit Authority
Income Statement Transit
For the Ten Months Ending April 30, 2007

	<u>Current</u>	<u>Budget</u>	<u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>YTD</u> <u>Net Change</u>
Farebox Revenue					
Farebox Revenue	\$19,912.11	\$16,568.00	\$194,712.05	\$178,106.00	\$16,606.05
Adult Fares	1,899.00	2,300.00	19,943.50	23,000.00	(3,056.50)
Adult Monthly Fares	1,320.00	2,300.00	25,361.00	23,000.00	2,361.00
Senior Citizens Fares	770.00	1,000.00	8,055.00	10,000.00	(1,945.00)
Senior Citizen Monthly Fare	647.50	1,250.00	9,366.50	12,500.00	(3,133.50)
Disabled Rider Fare	2,316.70	1,750.00	18,352.55	17,500.00	852.55
Student Fares	405.00	100.00	8,312.50	1,000.00	7,312.50
Total Farebox and Tickets	27,270.31	25,268.00	284,103.10	265,106.00	18,997.10
Shuttle and Excursions					
Shopping Shuttle	1,260.00	1,260.00	13,120.00	12,600.00	520.00
Excursion Revenue			3,105.00	2,880.00	225.00
Total Shuttle and Excursions	1,260.00	1,260.00	16,225.00	15,480.00	745.00
Other Revenue					
Sale of Fuel to City Departments	30,074.90	25,625.00	315,019.19	256,250.00	58,769.19
Sale of Maintenance Service to City	2,623.82	2,000.00	21,051.30	20,000.00	1,051.30
Advertising Revenue-Bus	12,748.10	5,500.00	69,928.00	55,000.00	14,928.00
Rental of Inncity Terminal		800.00		8,000.00	(8,000.00)
Sale of Vehicles and Equipment			6,364.00		6,364.00
Sale of Scrap Materials			970.20		970.20
Insurance Repair Reimbursement	2,387.27		16,580.68		16,580.68
Interest Income	980.50	750.00	5,814.25	7,500.00	(1,685.75)
Photo Picture ID Revenue	8.00	25.00	164.00	250.00	(86.00)
Other Non-Tranp. Revenue	0.03	25.00	192.54	266.00	(73.46)
Total Other Revenue	48,822.62	34,725.00	436,084.16	347,266.00	88,818.16
Total Operational Income	77,352.93	61,253.00	736,412.26	627,852.00	108,560.26
Operating Assistance					
City of Manchester	91,666.67	93,263.17	916,666.70	932,631.70	(15,965.00)
Town of Bedford		3,400.00	41,400.00	34,000.00	7,400.00
State of New Hampshire			29,260.00	29,260.00	
Federal Operating Subsidy	115,211.00	124,916.67	1,216,760.00	1,249,166.70	(32,406.70)
Total Operating Assistance	206,877.67	221,579.84	2,204,086.70	2,245,058.40	(40,971.70)
Total Revenue	284,230.60	282,832.84	2,940,498.96	2,872,910.40	67,588.56
Expenses					
Labor					
Transit Operator Wages	59,722.77	54,313.00	599,284.37	566,605.00	32,679.37
Transit Operator Overtime Wages	6,601.45	7,992.00	67,619.96	83,336.00	(15,716.04)
StepSaver Operator Wages	11,884.27	11,031.00	112,235.19	114,720.00	(2,484.81)
StepSaver Operator Overtime Wages	1,596.54	1,998.00	16,799.89	20,834.00	(4,034.11)
Mechanic Wages	8,857.55	11,860.00	115,842.28	124,530.00	(8,687.72)
Mechanic Overtime Wages	615.07		10,060.46		10,060.46
Transp. Admin Wages	9,353.90	8,842.00	99,244.63	92,840.00	6,404.63
Transp. Admin Overtime Wages	963.78	175.00	7,234.83	1,750.00	5,484.83
Maint. Admin Wages	3,761.59	3,418.00	37,434.34	35,894.00	1,540.34
General Admin Wages	7,682.08	5,794.00	68,945.64	60,838.00	8,107.64
Gen. Admin Overtime Wages	64.89	83.00	697.19	830.00	(132.81)

Manchester Transit Authority
Income Statement Transit
For the Ten Months Ending April 30, 2007

	Current	Budget	YTD	YTD Budget	YTD Net Change
Total Labor	\$111,103.89	\$105,506.00	\$1,135,398.78	\$1,102,177.00	\$33,221.78
Fringe Benefits					
Health Insurance Expense	48,805.82	52,626.00	477,541.83	534,060.00	(56,518.17)
Dental Insurance Expense	1,580.69	1,247.00	13,735.77	12,470.00	1,265.77
Life Insurance Expense	670.34	672.00	6,558.02	6,720.00	(161.98)
Pension Expense	5,792.00	6,370.00	58,594.00	63,700.00	(5,106.00)
FICA Expense	9,849.47	10,070.00	105,372.25	105,537.00	(164.75)
Worker's Compensation	5,135.00	4,406.00	50,028.56	46,157.00	3,871.56
Unemployment Compensation	366.00	894.00	1,476.00	3,576.00	(2,100.00)
Transit Operator Vacation Wages	4,761.73	3,180.00	51,903.29	46,240.00	5,663.29
Transit Operator Holiday Wages	4,693.46	3,770.00	40,195.94	41,470.00	(1,274.06)
Transit Operator Sick Wages	2,685.03	2,828.00	27,525.63	28,280.00	(754.37)
Mechanic Vacation Wages	1,324.00	1,341.00	15,633.02	13,410.00	2,223.02
Mechanic Holiday Wages	922.64	1,176.00	12,092.72	11,760.00	332.72
Mechanic Sick Wages	751.60	90.00	6,008.25	900.00	5,108.25
Transp. Admin Vacation Wages	1,522.40	1,188.00	12,190.27	11,880.00	310.27
Transp. Admin Holiday Wages	792.69	835.00	10,316.45	8,350.00	1,966.45
Transp. Admin Sick Wages	2,153.19	251.00	5,980.42	2,510.00	3,470.42
Maint. Admin Vacation Wages	807.04	756.00	7,181.87	7,560.00	(378.13)
Maint. Admin Holiday Wages	289.87	302.00	5,006.88	3,020.00	1,986.88
Maint. Admin Sick Wages	407.20	91.00	1,030.56	910.00	120.56
Gen Admin. Vacation Wages	902.50	708.00	8,884.55	7,080.00	1,804.55
Gen. Admin Holiday Wages	424.48	466.00	6,904.79	4,660.00	2,244.79
Gen. Admin Sick Wages		140.00	678.16	1,400.00	(721.84)
Transit Uniform Allowance	616.70	779.00	5,408.86	7,790.00	(2,381.14)
Maintenance Uniform Allowance	244.47	504.00	4,183.11	6,618.00	(2,434.89)
Tool Allowance		117.00	917.48	1,170.00	(252.52)
License Reimbursement	60.00	42.00	725.00	490.00	235.00
Burden Adjustment	(15,270.01)	(15,347.00)	(129,561.82)	(152,390.00)	22,828.18
Total Fringe Benefits	80,288.31	79,502.00	806,511.86	825,328.00	(18,816.14)
Services					
Management Consultant	12,217.36	12,375.00	119,907.55	123,750.00	(3,842.45)
Commissioner Expense	14.90	83.00	950.75	830.00	120.75
Auditing Expense			4,340.00	5,400.00	(1,060.00)
Legal Expense		667.00	5,149.75	6,670.00	(1,520.25)
Service Bureau	270.68	450.00	3,440.37	4,500.00	(1,059.63)
Security Service	59.29	83.00	926.46	830.00	96.46
Outside Advertising	1,177.04	417.00	8,602.14	4,170.00	4,432.14
Driver and Criminal Record	8.00		438.00		438.00
Drug & Alcohol Testing		333.00	2,968.00	3,330.00	(362.00)
Pre-Employment Medical		83.00	1,347.90	830.00	517.90
Janitorial Service and Supplies	515.60	658.00	6,071.59	6,580.00	(508.41)
Bank Service Charges	458.23	625.00	6,407.18	6,250.00	157.18
Total Services	14,721.10	15,774.00	160,549.69	163,140.00	(2,590.31)
Materials and Supplies					
Fuel Operations	19,740.10	18,171.00	206,317.92	188,053.00	18,264.92
Sale of Fuel to City Departments	29,168.21	25,000.00	309,698.22	250,000.00	59,698.22
Maintenance Parts	4,576.59	9,769.00	74,190.05	100,401.00	(26,210.95)
Purchase Discounts	(414.50)	(250.00)	(2,716.39)	(2,500.00)	(216.39)
Tires Expense	1,666.00	1,265.00	5,785.07	13,100.00	(7,314.93)
Oil and Grease	394.18	298.00	3,214.56	3,074.00	140.56
Maintenance Supplies	228.30	786.00	7,594.47	7,860.00	(265.53)

M

Commissioners Memorandum



To: Commissioners
 From: John Huber, Operations Planning Manager
 Date: May 22, 2007
 Re: Transit Ridership Report – April 2007

		<u>April</u>			<u>FYTD</u>		
<u>Routes</u>		2006	2007		FY 2006	FY 2007	
	Weekdays	23	21				
	Saturdays	4	4	% Change			% Change
Airport- Route #1		648	1,138	75.62%	7,773	9,372	20.57%
Lake-Hanover St. Route #2		2,941	3,103	5.51%	28,724	32,609	13.53%
Goffsfalls Route #3		1,618	1,368	-15.45%	15,141	13,484	-10.94%
Page-Elliott Route #4		1,855	1,832	-1.24%	18,524	19,858	7.20%
Pinard-Bremer Route #5		1,134	1,040	-8.29%	11,151	11,949	7.16%
Gossler-St. Anselm Route #6		2,429	2,625	8.07%	23,954	26,938	12.46%
VA Hospital Route #7		2,128	2,089	-1.83%	23,923	22,956	-4.04%
So. Willow Route #8		3,427	3,371	-1.63%	36,346	38,093	4.81%
DW Highway-River Rd. Route #9		2,062	1,762	-14.55%	23,100	20,427	-11.57%
Valley-Weston Rd. Route #10		3,000	3,296	9.87%	34,517	34,870	1.02%
Front St. Route #11		1,866	1,810	-3.00%	19,152	19,387	1.23%
So. Beech Route #12		2,697	4,137	53.39%	30,161	37,147	23.16%
Bedford Mall Route #13		3,802	4,545	19.54%	41,575	45,650	9.80%
UPass Riders - NHCTC			583		897	4,624	
Vista Shuttle		302	205	-32.12%	4,207	2,613	-37.89%
Hannaford Shuttle		462	388	-16.02%	6,164	5,068	-17.78%
Stop & Shop Shuttle			210			1,537	
Weekday Fixed Route Totals		30,590	32,919	7.61%	327,135	345,999	5.77%
Saturday Fixed Route Totals		4,318	3,493	-19.11%	35,692	36,250	1.56%
MTA Specials & Excursions		0	0		199	77	
Fixed Route Weekday Average		1,530	1,568	2.49%	1,530	1,367	-10.60%
Total Transit Passengers Served		34,908	36,412	4.31%	363,026	382,249	5.30%
Total StepSaver Passengers Served		825	1,075	30.30%	8525	9,337	9.52%

The attached graph shows system-wide ridership trends.


 John Huber
 Operations Planning Manager





The PFM Group

Public Financial Management, Inc.
PFM Asset Management LLC
PFM Advisors

99 Summer Street
Suite 1020
Boston, MA 02110-1240

617-330-6914
617-951-2361 fax
www.pfm.com

RECEIVED

JUN 27 2007

June 18, 2007

MAYOR'S OFFICE

Honorable Frank C. Guinta
Mayor
City of Manchester
Manchester City Hall
One City Hall Plaza
Manchester New Hampshire, NH 03101

Dear Mayor:

Thank you for your letter regarding the recent approval of the budget by the Board of Mayor and Alderman on May 1, 2007. I understand and support your concern regarding the level of reserves that were tapped to in order to supplement the operating budget given the City's established practice of conservative budgeting. As you know from our recent discussions with the rating agencies in New York, there are a number of factors that contribute to the City of Manchester's strong ratings. A very large component of the each of the rating agencies' consideration is the strength of good management practices and the record of the City's management team. By rating agency standards, the City does not have wealth levels as high as some of its peers in the AA/Aa category, however, the City's demonstrated track record of consistent financial performance under a range of economic cycles in many ways counters the higher assessed values per capita of these other communities.

In reviewing the financial health of the City, the ratings agencies have all noted in their reviews that a major factor in the City's ratings has been its conservative budget practices. In Moody's latest rating review from January 2007 (see attached), they stated that they expected the City's financial position to remain stable based on its "conservative budgeting practices, expenditure controls, timely tax rate increases and strong fiscal management". Moody's went on to say that the factors that could positively impact the City's rating included "significant augmentation of financial reserves" and the factors that could contribute to the moving the rating down would be a "reduction of financial reserves resulting in limited financial flexibility". The City has demonstrated strong performance in the area of budgeting by consistently budgeting for contingencies which would otherwise make the City finances vulnerable to unforeseen events. This level of financial flexibility is considered essential to maintaining high credit quality.

The City has also been diligent over the years in establishing operating and capital reserves. The City has been consistent in contributing to these reserves and in certain cases has had them legislatively ratified. It is important to the rating agencies that the rules for both contributing and withdrawing funds are specified. The specific uses are acknowledged and limited to those applications for which the reserve was specifically defined. In this way, financial flexibility is

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Mayor Frank Guinta
June 18, 2007
Page 2

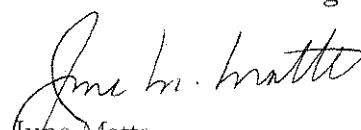
maintained for those challenging operating cycles when the City may actually need to draw upon its reserves.

Another factor that was identified by the rating agencies was the longevity of the management team. The consistency of the financial management of the City was due in part to a seasoned team that had established a conservative set of operating policies and a track record of following through. With the transition to a new management team, it will be important to demonstrate to the rating agencies that the same level of budgetary controls and conservative management practices are in place and that the strong foundation that the City has established will be maintained. The rating agencies will want to see evidence that the management practices of conservative budgeting and maintenance of reserves are being continued by the City's new team so that the credit quality that the City has achieved, as demonstrated by its current rating levels, may be preserved.

The City has enjoyed very favorable interest rates over the past few years due in part to lower overall market rates and the City's strong credit quality. As interest rate levels are expected to rise in the near future, it will even more important for the City to protect its credit rating. In higher interest rate environments, the spread between rating categories is directly translated into higher interest rate costs on the City's incremental debt.

I have attached a few rating agency reports which speak directly to the importance of maintaining appropriate financial flexibility through reserve balances. If you would like to discuss this further, please don't hesitate to call.

Sincerely,
Public Financial Management


June Matte
Managing Director

Attachments





Moody's Investors Service

Global Credit Research

New Issue

29 JAN 2007

New Issue: Manchester (City of) NH

MOODY'S ASSIGNS Aa2 RATING TO CITY OF MANCHESTER'S (NH) \$33.1 MILLION G.O. PUBLIC IMPROVEMENT BONDS, SERIES 2007; OUTLOOK IS STABLE

TOTAL OF \$213 MILLION PARITY DEBT OUTSTANDING, INCLUDING CURRENT ISSUE

Municipality
NH

Moody's Rating

ISSUE	RATING
General Obligation Public Improvement Bonds, Series 2007	Aa2
Sale Amount	\$33,075,000
Expected Sale Date	01/31/07
Rating Description	General Obligation, Unlimited Tax

Opinion

NEW YORK, Jan 29, 2007 -- Moody's Investors Service has assigned a Aa2 rating to the City of Manchester's (NH) \$33.1 million G.O. Public Improvement Bonds, Series 2007 and affirmed the stable outlook. Concurrently, Moody's has also affirmed the Aa2 rating and stable outlook on approximately \$180 million of the city's previously issued parity debt. The bonds are secured by the city's general obligation, unlimited tax pledge. Proceeds from the current bonds will finance various capital projects and improvements. The Aa2 rating reflects the city's sizeable and diverse tax base with strong growth and slightly below average income levels, healthy financial position, average debt burden that is expected to remain manageable, as well as its role as an economic center for New Hampshire and the New England region. The stable outlook reflects the expectation that the city's financial flexibility will remain at similar levels and that the tax base will continue to experience healthy growth in the near-term.

MANCHESTER IS A REGIONAL ECONOMIC CENTER; SIZEABLE TAX BASE EXPERIENCING STRONG GROWTH AND SEVERAL REDEVELOPMENT EFFORTS

Moody's anticipates that the city's sizeable \$10.4 billion tax base will continue to experience strong growth driven by healthy market appreciation, new residential and commercial construction, and several redevelopment efforts. Located in southeastern New Hampshire, approximately 60 miles north of Boston (G.O. rated Aa1/stable), Manchester is the state's largest municipality (2005 population 109,761) and a major economic driver of the state and in the region. The city benefits from a diverse economy, which has increasingly attracted companies from the technology sector, a healthy job and labor market, and its proximity to employment markets in northeastern Massachusetts. Its role as an economic center is greatly enhanced by the presence of a regional airport, which has helped spur development and bring increased business activity to the area. Full valuation growth has been very strong, averaging 21.8% annually for the last five years, driven primarily by strong property value appreciation. We expect this rate of full valuation growth to slow over the next several years, but remain healthy. A revaluation effective for fiscal year 2007 nearly doubled the city's taxable ratables, to \$9.6 billion from \$5.3 billion in fiscal 2006, prior to which the city's assessed valuation growth was moderate, typically ranging between 1% and 2% each year. Similar ratable growth is expected in the medium-term.

New residential and commercial construction, as well as redevelopment projects, include 800 residential units (mostly single family homes) approved for 2007; ongoing redevelopment of the Millyard, a stretch of former mills-turned office space along the river which currently houses approximately 300 companies, most of which are in the technology sector; and a multi-use riverfront development project, which includes a minor league baseball stadium (completed in 2005), a Hilton Gardens hotel (completed in 2006) and approximately 140 condos and townhouses (approximately 50% completed). Future development may be further spurred by the potential construction of a commuter rail line between Manchester and Nashua (G.O. rated Aa2), which may then be linked to the City of Lowell, MA (G.O. rated A3/negative outlook) and Boston, as well as the potential widening of Interstate-93 to Boston. These major projects are still pending approval, but may contribute to the sustainability of the city's growing economy and labor market and could further increase the attractiveness of Manchester as a place to live and work.

The city's unemployment rate is slightly above that of the state (3.3% vs. 3.0% as of September 2006), but

below that of the U.S. (4.4%). Income levels are below the state medians, with per capita and median family income at 90.4% and 90.0%, respectively, and approximate national medians. Income levels have increased since the 2000 Census, however, as individuals from Rockingham County, NH (G.O. rated Aa2), Cambridge, MA (G.O. rated Aaa), Boston and northeastern Massachusetts continue to migrate to Manchester (source: Moody's Economy.com). Property wealth levels are above state and national medians with full value per capita at \$94,633, but fall below levels consistent with the Aa rating range. Including the value of tax-exempt properties would increase the city's full valuation to approximately \$11.4 billion and improve full value per capita slightly to \$103,590 - still lower than other Aa rated communities nationwide.

HEALTHY FINANCIAL POSITION EXPECTED TO REMAIN STABLE

Moody's expects that the city's healthy financial position will remain stable in the medium-term given conservative budgeting practices, expenditure controls, timely tax rate increases and strong fiscal management. Aside from a \$1.2 million operating deficit in fiscal 2005, several years of operating surpluses increased the city's General Fund balance to \$25.3 million (a strong 20.7% of General Fund revenues) in fiscal 2006 from \$15.8 million (a healthy 16.4% of General Fund revenues) in fiscal 2000. In fiscal 2005, General Fund balance declined by \$1.2 million to \$24 million, a still strong 20.1% of General Fund revenues, of which \$1.1 million was undesignated, a narrow 1% of General Fund revenues and in line with the city's policy of maintaining undesignated fund balance at 1% of General Fund revenues. The decline in reserves in fiscal 2005 was largely due to property tax revenues coming in approximately \$1 million less than budget and Manchester School District reimbursements coming in \$530,000 less than budget. Unaudited fiscal 2006 (ended June 30) results reflect a \$1.3 million increase to General Fund balance to \$25.3 million, or 20.7% of General Fund revenues, although undesignated General Fund balance decreased to \$772,000, or 0.6% of General Fund revenues. However, the city maintains several reserves which add to the city's financial flexibility, including a Revenue Stabilization Fund (\$10 million) and a Special Revenue Fund funded from one-time revenues (\$5.7 million). These reserves, together with undesignated reserves, equaled a satisfactory 13.5% of General Fund revenues. Given that it is self-insured for workers compensation, general liability and health insurance, the city also conservatively maintains three insurance reserves for a combined \$3.8 million in fiscal 2006. The city adds to these reserves each year to the extent that budgeted expenditures for these items are not fully spent.

By year-end fiscal 2007, the city anticipates adding \$1.5 - \$2 million to total General Fund balance, of which approximately \$500,000 is expected to be derived from expenditure savings and the balance from revenues exceeding budget. The city will continue to be challenged by expenditure pressures, particularly by those related to pension contributions, which are expected to increase by approximately \$1.5 million in fiscal 2008, which city officials anticipate will be funded by a property tax rate increase and expenditure controls in other areas. The city is expected to implement biennial budgeting starting with the fiscal 2009 budget, which is expected to provide a longer-term view of city needs and expenditures. Property taxes are the city's largest source of revenue (56%), followed by licenses and permits (19%) and federal and state grants (8%). Property tax collection rates are high averaging 99% annually for the last five years.

ABOVE AVERAGE DEBT BURDEN EXPECTED TO DECLINE IN MEDIUM-TERM

Moody's expects the city's above average 2.6% direct debt burden to decline in the medium-term given no immediate borrowing plans and ongoing healthy full valuation growth. In addition to general obligation debt for the city, the direct debt burden also includes Manchester School District debt, a component of the city, and enterprise debt obligations guaranteed by the city. After accounting for state school building aid (approximately 40% reimbursement of eligible costs), the debt burden falls slightly to 2.4% of full valuation. Principal repayment is slow with less than one-half (45%) repaid in 10 years. Debt service, however, was a high 12.8% of General Fund expenditures (based on unaudited 2006 results), but below the city's self-imposed 20% of gross revenues limit. City officials do not expect to issue additional debt for at least three to four years, as capital needs are expected to be funded through the budget.

What could change the rating up:

- Significant augmentation of financial reserves
- Improved income levels more consistent with the Aa rating range
- Improved property wealth levels as compared with comparably rated cities

What could change the rating down:

- Reduction of financial reserves resulting in limited financial flexibility

KEY STATISTICS

2005 Population: 109,691 (+2.5% since 2000)



2006 Full valuation: \$10.4 billion

2006 Full value per capita: \$94,633

1999 Per capita income (as % of state and US): \$21,244 (89.1% and 98.4%)

1999 Median family income (as % of state and US): \$50,039 (86.9% and 100.0%)

Direct debt burden: 2.6%

Adjusted debt burden (2.4%)

Payout of principal: 43.5%

FY06 General Fund balance (unaudited): \$25,317 (20.7% of General Fund revenues)

FY05 General Fund balance: \$24.0 million (20.1% of General Fund revenues)

Unemployment (9/06): 3.3% (state: 3.0%; US: 4.4%)

Post-sale parity debt outstanding: \$213 million

Analysts

Jenny L. Maoney
Analyst
Public Finance Group
Moody's Investors Service

Erin Daugherty
Backup Analyst
Public Finance Group
Moody's Investors Service

Edith Behr
Senior Credit Officer
Public Finance Group
Moody's Investors Service

Contacts

Journalists: (212) 553-0376
Research Clients: (212) 553-1653

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Criteria Report

The 12 Habits of Highly Successful Finance Officers

Management's and Disclosure's Impact on Municipal Credit Ratings

Analysts

Frank Rizzo
1 212 908-0512
frank.rizzo@fitchratings.com

Richard P. Larkin
1 212 908-0875
richard.larkin@fitchratings.com

Katherine McManus
1 212 908-0739
katherine.mcmanus@fitchratings.com

Jason Dickerson
1 212 908-0684
jason.dickerson@fitchratings.com

David Litvack
1 212 908-0593
david.litvack@fitchratings.com

West Region

Amy Doppelt
1 415 732-5612
amy.doppelt@fitchratings.com

Northeast Region

Jessalynn Moro
1 212 908-0608
jessalynn.moro@fitchratings.com

Mid-Atlantic Region

Chad Farrington
1 703 245-3069
chad.farrington@fitchratings.com

Joseph Mason
1 703 245-3068
joseph.mason@fitchratings.com

Southeast Region

Amy Laskey
1 212 908-0568
amy.laskey@fitchratings.com

Midwest Region

Adrienne Booker
1 312 368-5471
adrienne.booker@fitchratings.com

Joseph O'Keefe
1 312 368-3171
joseph.okeefe@fitchratings.com

Southwest Region

José Hernandez
1 512 322-5317
jose.hernandez@fitchratings.com

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■ Summary

In 1999, Fitch Ratings undertook a study of defaults of municipal debt, which resulted in the revision of its rating criteria for many sectors of public finance. During that process, Fitch came to the conclusion that management practices were more important in predicting favorable credit performance than had been appreciated in the past. Fitch's public finance group identified several preferred management practices and said on record that issuers who incorporate several of these best practices could see a difference of one to three rating notches above the ratings of similar issuers that do not incorporate such practices. In the subsequent review of Fitch's entire portfolio of debt ratings that occurred through 2000, many ratings were revised under the new criteria. Fitch changed about 27% of its tax-supported debt ratings and about half its water and sewer ratings, mostly upgrades. Fitch estimates that about three-quarters of the rating changes were a result of the emphasized consideration of management practices.

This report, while directed primarily at local governments' tax-backed governmental operations, serves as an overview for the entire spectrum of governmental debt issuance, for both tax-supported and user fee-based enterprise operations. It discusses the management practices that Fitch believes are conducive to strong creditworthiness and those that are detrimental to financial soundness. In updating its view on management's effect on creditworthiness, Fitch incorporates an assessment of disclosure and debt affordability practices. For the future, Fitch is in the process of disseminating similar reports for other sectors of public finance, such as health care, transportation, and higher education. Fitch will continue to evaluate and identify best practices and disclosure techniques so that management can be appropriately and objectively evaluated in assigning ratings.

■ Background

Prior to Fitch's default study, rating agencies had always considered financial management practices when assigning bond ratings. Policies that call for contingency operating reserve funds, pay-as-you-go capital spending, and multiyear budgeting were encouraged, although their rating value was left vague in rating agencies' guidelines. Likewise, receiving budgeting and financial reporting awards from organizations like the Government Finance Officers Association (GFOA) was generally lauded by rating agencies but given the same indistinct response in assigning ratings. Most rating adjustments for management reasons occurred on a case-by-case basis, rather than based on consistent benchmarks that define management practices' worth in an issuer's ultimate rating assignment.

November 21, 2002

www.fitchratings.com



Exchange Commission, self-policing structures, like the Municipal Securities Rulemaking Board, exist to ensure that an active debate regarding disclosure practices continues. In recent years, the National Federation of Municipal Analysts (NFMA) led the charge for more detailed disclosure by local governments. This organization issued or drafted comprehensive disclosure guidelines for nine municipal finance sectors and developed secondary market disclosure forms for another eight areas.

Related to the quality and amount of disclosure by issuers is the concept of timeliness. Rule 15c2-12 of the Securities Exchange Act of 1934 is intended to ensure timely disclosure of material events or developments defined by the rule. Annual audited financial reports are generally available within six to nine months after a fiscal year's end, according to accepted practice; however, there is no formal standard for this written into regulation. Rating agencies have a certain amount of influence because the failure to receive an audited financial report can result in the withdrawal or loss of a bond issuer's rating. However, such an action does not help investors make informed decisions; rating withdrawals only result in an absence of information. Fitch believes a delay in reporting that exceeds six to nine months after the close of a fiscal year is excessive.

In recent years, there has been a fair amount of controversy regarding the adequacy and operation of the disclosure repositories. With the expansion of the internet and its widespread acceptance as a means to transfer information, even the smallest issuer has a cost-effective platform for the dissemination and publication of debt disclosure information.

Fitch's last report on management presented a list of positive financial management practices that Fitch felt had the most beneficial effect on creditworthiness. Several of these items touched on disclosure, such as an issuer's receipt of awards for excellence in financial reporting and budgeting. Fitch indicated it would more favorably view ratings for issuers that were already meeting the newer demands for fixed asset and depreciation reporting resulting from Governmental Accounting Standards Board Statement No. 34 (GASB 34). Now that many governments have to meet the fiscal years 2002 and 2003 implementation deadlines for GASB 34, this form of disclosure will increasingly become the accepted standard, rather than the exceptional practice of a few forward-minded issuers. Fitch is updating its list of favorable practices to address the

Best Financial Management Practices for Governmental Issuers

- Fund balance reserve policy/working capital reserves
- Multiyear financial forecasting
- Monthly or quarterly financial reporting and monitoring
- Contingency planning policies
- Policies regarding nonrecurring revenue
- Debt affordability reviews and policies
- Superior debt disclosure practices
- Pay-as-you-go capital funding policies
- Rapid debt retirement policies (greater than 65% in 10 years)
- Five-year capital improvement plan integrating operating costs of new facilities
- Financial reporting awards
- Budgeting awards

broader subject of disclosure, rather than focusing on fixed asset depreciation reporting. The box above lists those financial management practices in the government sector that Fitch believes are most positive in credit analysis.

Fund Balance Reserve Policy/Working Capital Reserves

Maintaining an operating reserve or rainy day fund is perhaps the most effective practice an issuer can use to enhance its credit rating. It is also the most frequently implemented practice, adopted by both large and small local government issuers. A financial reserve may be used to address unanticipated revenue shortfalls or unforeseen expenditures. This provides a first defense against deficit spending and helps maintain liquidity when budgeted drawdowns become inevitable. The appropriate size of such a reserve depends on the potential variability of the entity's revenues and expenses, as well as its working cash needs to handle seasonality of revenues or expenditures.

Governments can issue cash flow notes — tax anticipation notes or revenue anticipation notes — when revenue receipts and/or expenditure disbursements are uneven throughout the fiscal year or mismatched with one another. In such cases, short-term borrowings can be an effective means to even out lumpy or unbalanced cash flows. However, in several instances, governments have issued sizeable amounts of cash flow notes to compensate for unanticipated

Debt Affordability Reviews and Policies

Strong debt management practices are evidenced by comprehensive debt policy statements that discuss the types and methods of financing employed by an issuer. These should include an issuer's policies regarding off balance sheet financings, such as certificates of participation (COPs) or lease debt, as well as bond anticipation notes, tax and revenue anticipation notes, and variable-rate demand obligations (VRDOs). Conduit debt need not be included unless it draws on taxes and/or fees levied and collected by the issuer as part of traditional government operations. Policy statements should also set forth any self-imposed debt limitations, such as those based on personal income, property market value, or annual recurring revenue or spending. Debt affordability policies, like those of the State of Maryland, Howard County, VA, and many other counties in Virginia and Maryland, are viewed as most valuable in Fitch's debt management analysis.

Also related to debt affordability, an issuer should consider its overall exposure between invested assets and external debt issuance. Increasingly, government issuers are balancing short- and long-term investments with a mix of short- and long-term debt. Fitch recognizes that prudent use of VRDOs and other interest rate risk management tools can benefit the balance sheets and long-term financial health of a tax-exempt debt issuer. However, inappropriate or excessive use of such financial instruments may have the opposite impact. A debt issuer engaged in such practices is encouraged to do so in conjunction with a comprehensive asset-to-liability management policy that includes:

- Identification of debt and investment management products and counterparty ratings acceptable to the debt issuer.
- Expected benefits of selected financial products in light of potential interest rate volatility.
- Strategies for responding to projected and unprojected changes in short- and long-term interest rates.
- Sources of funds available for potential swap termination payments.
- Designation of individuals responsible for negotiating, monitoring, and reporting market conditions and their impact on variable- and fixed-rate debt, interest rate hedges, investments, and any financial products under consideration or already implemented.
- Frequency of marking to market and monitoring investments and other financial products.

The City of Orlando, FL is a leader in the field of asset-to-liability management.

Superior Debt Disclosure Practices

Superior disclosure practices go beyond the documentation required to successfully undertake a new issuance of bonds or notes. Risk managers, analysts, and institutional investors provide a market mechanism that sets disclosure standards for favorable market access. Thus, the true measure of an issuer's disclosure practices comes when it has no future debt plans and holders of its securities are dependent on secondary market disclosure to make informed decisions to buy, sell, or hold debt.

The ongoing requirements of Rule 15c2-12 under the Securities Exchange Act of 1934 are the minimum for disclosure and, in many cases, are limited to calling for audited financial statements and publication of negative developments after they occur. In such cases, an investor may receive important information after the fact, when an issuer is experiencing fiscal stress or in default.

Although many VRDOs are exempt from the continuing disclosure provisions of Rule 15c2-12, superior disclosure practices should incorporate a commitment to ongoing disclosure of material events relating to VRDOs. Such material events include conversion of interest rate modes, mandatory tenders, draws on liquidity or credit facilities, changes in liquidity or credit support providers, significant amendments of bond and bank documents, and termination of related swaps.

For annual financial reports, while GASB 34 sets minimum new disclosure requirements (such as the new management's discussion and analysis section), nothing prohibits an issuer from choosing to disclose additional information. Additional disclosure can be presented in notes to the annual financial statement or in a supplementary information section or statistical section. These sections can contain the data on demographic trends, tax assessments, and utility customers that is found in most comprehensive annual financial reports awarded the GFOA's Certificate of Achievement for Excellence in Financial Reporting. Some larger states and cities have implemented an annual disclosure statement as a companion to the audited report, which basically updates all the key information and statistics originally supplied in new bond issue offering statements. The annual disclosure statement, when

COP default and the project being taken over by a receiver or trustee.

Chattanooga, TN is a leader in using pay-as-you-go contributions for capital projects, which has allowed the city to keep its debt burden manageable despite a major downtown redevelopment project over the past two years.

Rapid Debt Retirement Policies

One tenet in credit analysis is that the life of debt should not exceed the useful life of the asset or project being financed. However, useful life should not be the only benchmark considered when structuring the maturity of an issuer's debt. An issuer that frequently sells 30-year debt or continually extends the existing maturities of its debt through refinancing and restructuring may still manage to match debt to useful life. However, from a credit perspective, an issuer that pays off its debt rapidly (65% or more of principal in 10 years) will be analyzed more favorably than a similar issuer that retires only 50% of its debt over 10 years. Retiring less than 35% of tax-backed debt in 10 years is considered a weak fiscal practice.

Of further credit value, rapid debt retirement usually results in a declining debt service schedule, thereby providing additional financial flexibility and debt capacity for future years. Issuers that stretch out their debt through ascending debt service maturities or heavy use of capital appreciation bonds reduce their financial flexibility. Back-ended debt can raise concern, particularly if repayment is expected to come from future revenue growth that may not be realized.

Hamilton County, TN restricts the final maturities on its tax-supported debt to 15 years, resulting in a debt amortization rate of 89% over the next 10 years. This gives the county a great deal of flexibility for future debt issuance, and the declining debt service schedule that results incorporates budgetary flexibility to meet rising service costs in other areas.

Five-Year Capital Improvement Plan that Integrates Operating Costs of New Facilities

The practice of creating a multiyear capital improvement plan has reached such widespread acceptance that absence of a plan may be viewed as a credit negative. Plans of the more sophisticated and foresighted government managers not only project future debt issuance but include the incremental operating costs of newly built facilities. Generally,

five years is a good planning time frame, although for some communities, a longer range plan may be appropriate. Integrating future operating costs for capital construction in a capital plan implies that the issuer does multiyear forecasting for its operating fund. Doing both of these is viewed as cutting edge, contributing to more favorable rating consideration.

Since the early 1980s, New York City's four-year financial plan has incorporated not only the future debt costs for its capital plan, but the future capital plant operating costs in its four-year operating fund forecasts.

Financial Reporting and Budgeting Awards

Awards for excellence in financial reporting and budgeting are granted by the GFOA and, to school districts, by the Association of School Business Officials International (ASBO). Receipt of these awards does not imply financial strength; the City of Philadelphia continued to receive such awards in the early 1990s, when it was near bankruptcy. However, an issuer's achieving these awards gives investors and credit analysts increased confidence that the information disclosed in its financial reports and budgets is comprehensive and accurate.

Frequently, reporting items beyond those required by the GFOA and ASBO standards is helpful in fully describing an entity's financial operations. Additional items may include details of major operating fund transfers in and out and a breakdown of revenues categorized as taxes into specific components. Issuers that regularly disclose the management and internal control assessments received from their auditors are recognized as making the best efforts to present full and complete disclosure to rating agencies and other industry credit analysts.

Oak Ridge, TN has garnered the most GFOA awards over the 57 years of the GFOA's financial reporting award program and 18 years of its budget award program, with 57 (40 for its annual reports and 17 for its budgets). The cities of Boca Raton, FL, Eugene, OR, Fort Worth, TX, and San Antonio, TX and Montgomery County, OH are tied for the greatest number of GFOA budgeting awards, each with 18.

Accounting for Depreciation of General Governmental Fixed Assets

GASB 34 requires issuers to account for and report use and depreciation of capital assets not reported in utility enterprise funds. Initially, it seems local

future reviews, these practices will be important criteria for new 'AAA' assignments.

■ Practices that Cause Concern

Listed in the box at right are some practices that raise analysts' concern about an issuer's fiscal future. Many are familiar or self-explanatory. In a future report, Fitch will examine these practices and other negative developments that have caused and will continue to produce negative concern and lower debt ratings.

■ Management Is Key to Ratings in the 21st Century

Management analysis, as well as new viewpoints on the analysis of local economies and special tax pledges, formed the cornerstone of Fitch's revised rating guidelines for tax-backed debt originally published in May 2000. The rash of bankruptcies of companies like Enron Corp. and WorldCom highlights the role that poor disclosure can play in distressed situations. Fitch feels that its approach to factoring in management and disclosure practices will serve as a standard for credit analysis in the age of the internet and rapidly expanding technology. As always, Fitch welcomes comment and debate from other interested parties, whether issuers, analysts, investors, or academics.

Worst Financial Management Practices for Governmental Issuers

- Cash basis accounting
- Qualified audit opinion of material weakness
- Deficit financing for two of past five years
- Slow debt retirement (less than 35% in 10 years)
- Unfunded accrued pension liability (funding ratio less than 60%)
- Tax and revenue anticipation note amount growing significantly faster than annual spending
- Debt restructuring that defers more than 35% of current debt service
- Overreliance on nonrecurring revenue (for more than 15% of recurring expenses)
- Aggressive investment policy for operating funds
- Pension contribution deferral in the current budget year
- Budgetary impasse beyond legal completion date
- Lack of capital improvement plan
- Excess interfund borrowing with no capacity to repay in near future

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Tax Supported
New Issue

Manchester, New Hampshire

Ratings

New Issue

General Obligation Bonds,
Series 2007 AA+

Outstanding Debt

General Obligation Bonds AA+
School Revenue Bonds AA
Rating Outlook Stable

Analysts

Michael Zezas
+1 212 908-0767
michael.zezas@fitchratings.com

Jessalynn K. Moro
+1 212 908-0608
jessalynn.moro@fitchratings.com

Issuer Contact

Randy Sherman
Finance Officer
+1 603 624-6460
rsherman@manchesternh.gov

Issuer Web Site

www.ci.manchester.nh.us

New Issue Details

Approximately \$33,000,000 General
Obligation Bonds, Series 2007, are scheduled
to price competitively on or about Jan. 31. The
bonds will mature serially June 1, 2007–2022,
with semiannual interest payments on June 1
and Dec. 1 of each year.

Security: The bonds are secured by
Manchester's full faith and credit and taxing
power without limit to rate or amount.

Purpose: Bond proceeds will be used to fund
various infrastructure upgrades citywide,
improvements to the municipal golf course, and
construction of a sports complex for a city
high school.

■ Outlook

The 'AA+' rating reflects strong financial management evident in robust reserve levels exceeding policy minimums and a growing and diversified economic base with recent, major successful investments in the downtown and riverfront mill areas. Unlike most issuers in its rating category, the city of Manchester does not have a multiyear projection capital improvement plan. However, manageable capital needs, a plan to slow the pace of debt issuance, and rapid amortization of 68.9% of principal in 10 years should enable the city's overall debt levels to remain moderate to low. Additionally, the city receives various revenues to offset certain debt service payments backed by the general obligation (GO) pledge. The affirmation of the 'AA' rating on the outstanding school revenue bonds reflects the slightly weaker security of debt service subject to budget and appropriation. The Rating Outlook is Stable.

■ Rating Considerations

With an estimated population of 109,691 in 2005, Manchester is located just 58 miles north of Boston and accessible by Interstate 93 (I-93). Long recognized as the financial hub of New Hampshire, Manchester has also developed into its own regionally important economy, benefiting from an extended influx of industrial and corporate business investment and attractive natural amenities along the Merrimack River. Unemployment remains well below U.S. norms. While the city has historically been dependent on the manufacturing industry, the currently diversified economy and employment opportunities are evident, with the finance, insurance, and real estate sector leading employment growth since 1998. The 2005 tax base revaluation showed an 82.2% increase in the assessable base for fiscal 2007, driven by new residential and commercial construction and value appreciation. Despite this significant growth, the city reports a low level of tax appeals, credited to citizen education and tax rate rollbacks enabling moderate levy growth.

The city's financial management is one of its key credit strengths. The city has a long history of prudent financial and debt management policies, including rapid debt retirement and a rainy day fund policy totaling 5% of the budget. With such policies, the city has maintained a strong financial position. The audited unreserved fund balance for fiscal 2005 was \$15.3 million, or 13.6% of expenditures, transfers out, and other uses, showing 36.4% growth over fiscal 2000 audited figures. For additional flexibility, the city maintains contingency reserves in its special revenue and policy-mandated rainy day fund.

January 29, 2007

Debt levels have declined and are moderate to low at approximately \$2,278 per capita and 2.41% of full market value, excluding \$17 million in pension obligation bonds (POBs). While school and general debt service together represented an above-average 13.3% of fiscal 2006 expenditures, up from 10% in fiscal 2002, the city maintains significant flexibility with a rapid 68.9% of debt retired in 10 years. Fitch Ratings expects the debt service burden to remain affordable as future capital needs are manageable.

■ Strengths

- Growing, diversified, and regionally important economy.
- Consistently strong financial performance and management practices.
- Rapid debt amortization.

■ Risk

- The city's lack of a multiyear capital improvement plan is uncharacteristic of this rating category, but somewhat offset by prudent debt and financial management practices.

■ Debt

The city's outstanding debt is composed of debt for general government purposes, schools, and its major self-supporting enterprises — the Manchester Water Works (MWW; water revenue bonds are rated 'AA' by Fitch) and the Manchester Airport (MHT; airport revenue bonds are rated 'A' by Fitch). As of June 30, 2006, total city indebtedness was approximately \$557.8 million (not including this issue), with the large majority of the debt allocated to MHT (\$260.6 million) and MWW (\$38.3 million). The second largest segment of the city's debt was for schools, totaling \$130.7 million, consisting of approximately \$34.2 million in GO bonds for schools and \$96.5 million in school revenue bonds. The school revenue bonds are rated 'AA' by Fitch, based on the city's covenant to budget and appropriate for debt service payments. General government indebtedness totals approximately \$274.1 million, lead by bonds issued for construction of a baseball stadium, of which approximately \$26.2 million is outstanding, and POBs outstanding of \$15.3 million.

Governing the city's issuance of the aforementioned debt are prudent debt affordability policies requiring that annual long-term debt be limited to 15%–17% of gross revenues and limiting the annual increase in debt service payments to 10% and not exceeding the prior year's payment by 20%. Total bonded debt should not exceed

Debt Statistics*

(\$000)

This Issue	33,075
Outstanding Debt	216,802
Direct Debt	249,877
Overlapping Debt	0
Total Overall Debt	249,877

Debt Ratios

Direct Debt Per Capita (\$)**	2,278
As % of Full Market Value†	2.4
Overall Debt Per Capita (\$)**	2,278
As % of Full Market Value†	2.4

*Pension obligation bonds not included.

**Population: 109,691 (2005 estimate).

†Full market value: \$10,380,410,000 (fiscal 2005).

9.75% of assessed valuation (AV), including enterprise fund debt, and total school debt should not exceed 7% of AV. The city's experience since 1991 with these policies has been generally successful.

As a result, the city's debt levels are manageable. Net direct debt per capita (excluding POBs) is \$2,278 per capita and 2.41% of full market value. Including the POBs, net direct debt increases to \$2,418 per capita and 2.5% of full market value. The tax-supported debt service burden on the general fund expenditures (including school and general debt service) for fiscal 2006 is above average at 13.3%. However, debt service paid out of the general fund includes school district debt, but school district operations are largely paid for out of another fund. Furthermore, tax-supported debt is rapidly amortized at 68.9% in 10 years.

An important source of additional flexibility for the city on the debt side is the fact that much of the city's tax-supported debt service benefits from corresponding revenues that the city earmarks for payment of certain debt. The largest benefit the city receives from offsetting revenues exists in the form of tuition payments paid to the Manchester School District (MSD) from other school districts outside the city (the sending districts) via maintenance agreements between the MSD and each sending district. In fiscal 2006, the city reports that revenue from the sending districts completely covered school revenue bond debt service, though historically these revenues have covered about 55% of debt service. While one major sending district, the Bedford School District, is phasing its students out of attending MSD schools, other sending district revenues should continue to lessen the burden on the local tax base.

Financial Summary — General Fund

(\$000, Audited Fiscal Years Ended Jan. 1)

	2002	2003	2004	2005	2006*
Revenues	100,743	101,263	109,570	114,866	117,077
Expenditures	116,891	99,032	105,378	112,705	116,709
Net Change	(16,148)	2,231	4,193	2,161	368
Transfers In	19,730	562	24,826	86,457	1,125
Other Sources	14,150	0	0	0	3,917
Transfers Out	(1,621)	(1,790)	(26,744)	(89,634)	(4,142)
Other Uses	(13,997)	0	0	0	0
Net Income/(Deficit)	2,114	1,003	2,275	(1,017)	1,268
Total Fund Balance	21,806	22,809	25,065	24,049	N.A.
As % of Expenditures, Transfers Out, and Other Uses	18.7	23.0	23.8	21.3	N.A.
Unreserved Fund Balance	17,673	16,359	18,628	15,311	N.A.
As % of Expenditures, Transfers Out, and Other Uses	15.1	16.5	17.7	13.6	N.A.
Undesignated Fund Balance	4,684	1,304	1,356	1,123	N.A.
As % of Expenditures, Transfers Out, and Other Uses	4.0	1.3	1.3	1.0	N.A.

*Unaudited. N.A. — Not available.

The city also benefits from offsetting revenues for debt service on the GO bond issuance for baseball stadium construction. The city has agreements with the developer and the team that together will provide ongoing revenues in the form of an annual \$750,000 fee paid by the team and increased property tax revenues from the developer-guaranteed increase in AV. The city prudently does not include any such anticipated revenues in the budget, and revenues collected above annual debt service requirements are dedicated to capital spending.

While the city lacks a multiyear capital improvement plan that identifies future capital costs and funding sources, the city's community improvement program (CIP) assesses general needs for future years and focuses on capital spending for the upcoming budget year. The city's CIP for 2007 totals approximately \$118 million, \$108 million of which is funded through pay-as-you-go contributions from the general fund, state and federal grants, and enterprise fund revenues. Expenditures are evenly spread among school, infrastructure, water, and sewer capital needs. Given its manageable future capital needs, the city does not plan to issue new money general fund-supported debt for another three to four years.

■ Finances

The city's financial management is strong and one of the key credit strengths. Like the city's aforementioned debt policies, the city has prudent financial policies that govern the management of city revenues and expenditures. The city's finance team presents monthly and quarterly statements to the mayor's standing committee on accounts that consist of five members of

the board of mayor and alderman that meets every month to examine the current financial position. The reports analyze not only the general fund but all major city funds relative to budget and prior-year performance. Additionally, the city's charter requires the maintenance of a revenue stabilization account (the rainy day fund) whereby 50% of any general fund audited operating surplus must be transferred to the account. The city's goal is to keep this account at a minimum of 5% of general fund expenditures, and funds in the account can only be tapped in the event of a revenue budget shortfall. The city has not utilized these funds since its inception in 1993. The city has legislatively adopted additional reserve accounts creating even more flexibility. The major additional accounts include reserves for risk retention, nonrecurring revenues used for one-time capital items, and a tax abatement fund.

In fiscal 2005, the city's audited reserve levels remained strong and greatly exceeded the policy minimums, with an unreserved fund balance of \$15.3 million, or 13.6% of expenditures, transfers out, and other uses. Adherence to prudent financial management practices have bolstered the total general fund balance position over the past six fiscal years from a total of \$10.4 million (6.2%) in fiscal 1999 to an estimated \$24 million, or a high 21.3% in fiscal 2005. The city's primary revenue source is property taxes estimated at close to \$66 million, or 57% of general fund revenues, in fiscal 2005. The city's second largest source of general fund revenues is generated from licenses and permits estimated at \$22 million in fiscal 2005, or 19% of general fund revenues.

The city has benefited greatly from the most recent state-required revaluation of property (required every five fiscal years), with AV levels increasing 82.2% in fiscal 2005. In conjunction with the revaluation, the city lowered its property tax rate to \$16.85 from \$28.36 of \$1,000 of AV. The 68% drop in rates still yielded a 6.6% increase in the city's tax levy, and tax appeals are reportedly minimal. Property tax collection rates are historically strong, averaging 99.24% on a current basis over the past five fiscal years. The city reached 100% total collections in three of the past seven fiscal years.

The city's largest tax-supported expenditure is for public safety estimated at 36.6% of fiscal 2005 expenditures, followed by highway and streets (19.9%) and general government (19.2%). The average annual expenditure growth over the past three fiscal years of 5.6% outpaced annual average revenue growth of 5.0%; however, the city prudently raised the property tax levy in each fiscal year. Additionally, overall financial management is very strong and flexibility remains high. Unaudited fiscal 2006 general fund results reflect an operating surplus of nearly \$1.3 million, driven by tax levy growth, an increase in state aid, and improved investment returns.

■ Economy

Manchester is considered the financial hub of New Hampshire. Situated upon the Merrimack River and within Hillsborough County in southern central New Hampshire, Manchester is 58 miles north of Boston. Once the key textile manufacturing base in the nation, Manchester's economy has diversified, although manufacturing remains an important economic driver.

Manchester is the state's largest city (estimated population 109,691 for 2005) and is largely built out. The MSD remains the oldest and largest school system in the state. Enrollment peaked in 2005 at 17,818 students and forecasts indicate an annual decline in student enrollment from 2007–2011. Such projections, which do not follow general population growth trends for Manchester, have yet to be qualified by the city.

Unemployment rates for the city remain low at 3.3% when compared with the national average of 4.4% in October 2006. Employment and labor force growth has been strong, and officials estimate that citywide the labor force has grown about 20% over the past 10 years. Job growth has been attributed to investment in

the city from the technology, finance, and business services sector. The city's regional economic importance is evidenced by the 16.7% growth in passengers at MHT over the past 10 years. Furthermore, the city reports progress in attracting and maintaining population in the 25–44-year-old age group. As of 2004, this age group made up about 29.7% of Manchester's population, as compared with 28.7% of U.S. population.

The city, while maintaining an above-average manufacturing presence (17% of employment in 2000), has shown great overall economic stability in its ability to retain a diverse set of top employers spanning six separate industries including utilities, banking, electronics, insurance, and health care. The services industry represents almost one-third of Hillsborough County's employment by sector, followed by retail trade and manufacturing, representing 13.5% and 13.0% of employment respectively. The finance, insurance, and real estate segments have displayed the largest average growth rate among these top sectors, at 3.7% compound average annual growth. The city's income levels are below average regionally, but average nationally. Per capita income according to 2005 census data represents 90.4% of New Hampshire's average and 101.8% of the national average, though both ratios represent moderate improvement over 2000 census numbers.

Plans for economic development are widespread and extensive and have shown significant progress. The city's future development sites are focused on putting currently abandoned buildings back on the property tax rolls and retail, sports, and entertainment development along the Merrimack River. Manchester's master plan has been and will continue to be broadly remodeled biannually. Major industrial parks (i.e. Brown Avenue/Grenier, Manchester Air, and East) have undergone redevelopment along with the development of lots by businesses such as United Parcel Service, Verizon Communications Inc., and AT&T Inc.

In taking steps toward further diversity and displaying an ability to transform and remain flexible over time, Manchester, which was once home to the largest cotton textile (currently, a demised industry) manufacturer in the world, has redeveloped the Amoskeag Mill area for other business use (diversity through manufacturing, educational, restaurants, and computing companies). The project started in 1985 and has been privately and federally funded.

The construction of the minor league baseball stadium (funded from the 2003 GO bond issue) served as the core project for the city as part of an ongoing effort to develop the Merrimack Riverfront. The stadium was opened in 2005 as the home to the Manchester Fisher Cats, an AA baseball team operated by the Boston Red Sox organization. The city reports excellent attendance to date. Other developments adjacent to the stadium include a hotel, as well as townhouse and condo construction, both of which are reportedly selling well. The development of this stadium also compliments the already successful Verizon Wireless Arena. The arena is a 10,000-seat public assembly facility for sporting events, concerts, and civic events.

In addition, The Foundation for the Inspiration and Recognition of Science and Technology (FIRST) was launched in 1995 when Manchester acquired a 160,000-square-foot building. The Segway personal mobility devices' inventor, Dean Kamen, runs the tax-exempt, non-profit institution, which is the site of museums dedicated to science, technology, and history. FIRST also operates an annual robotics competition that attracts teams of high school students from across the U.S. and around the world.

For more information, see Fitch Research on "Manchester, New Hampshire (Manchester Water Works)," dated July 31, 2003, and "Manchester Airport (Manchester, New Hampshire)," dated May 31, 2002, available on Fitch's web site at www.fitchratings.com.

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Manchester, New Hampshire

Primary Credit Analysts:

Henry W. Henderson
Boston
(1) 617-530-8314
henry_henderson@
standardandpoors.com

Secondary Credit Analysts:

Karl Jacob
New York
(1) 212-438-2111
karl_jacob@
standardandpoors.com

Credit Profile

US\$35.15 mil GO pub imp bnds ser 2007 dtd 02/01/2007 due 06/01/2022

Long-Term Rating:	AA+/Stable	New
Manchester sch fac rev bnds (MBIA)		
Unenhanced Rating:	AA(SPUR)/Stable	Affirmed
Manchester GO		
Long-Term Rating:	AA+/Stable	Affirmed

Many issues are enhanced by bond insurance.

Rationale

Standard & Poor's Rating Services assigned its 'AA+' standard long-term rating, and stable outlook, to Manchester, N.H.'s series 2007 GO public improvement bonds and affirmed its 'AA+' standard long-term rating, with a stable outlook, on the city's preexisting GO debt.

Standard & Poor's also affirmed its 'AA' Standard & Poor's underlying rating (SPUR), with a stable outlook, on the city's appropriation debt.

Credit characteristics that support the ratings include the city's:

- Strong and seasoned management team, which has demonstrated a favorable track record of managing through all economic cycles;
- Large, diversifying property tax base that has successfully redeveloped from a previous dependence on manufacturing;
- Sound financial position with responsible financial and debt management policies; and

- Manageable debt position.

The city's full faith and credit pledge secures the bonds, which are subject to annual appropriation. Officials will use bond proceeds to fund various school and municipal capital projects.

Manchester, with a population of 109,966, is in south-central New Hampshire, about 58 miles north of Boston, Mass. The city serves as a regional services, trade, transportation, and health center with more than 3,300 firms providing 58,900 jobs. No single sector dominates the employment base, and Manchester's economy has successfully evolved into a diverse mix of health care, financial services, transportation, and light manufacturing from its previous dependence on textile manufacturing. The city has northern New England's largest regional airport, and it has recently experienced significant economic growth. In addition, multiple large developments are in the planning stages, including the redevelopment of a 17-acre, city-owned waterfront parcel, for which city officials are currently considering a \$3.6 million bid. Manchester's 2005 unemployment rate of 3.9% was well below the nation's 5.2% rate but slightly above the state's 3.6% rate.

Assessed valuation million gallons has increased by 82% since fiscal 2006 to \$9.59 billion in fiscal 2007 due primarily to a revaluation of existing properties. Market value is an estimated \$12.8 billion. Income levels are on par with national levels.

Management has designated multiple reserve funds, which has led to a consistently sound financial position. The unreserved general fund balance was \$15.3 million, or 13% of expenditures, at fiscal year-end 2005. Fiscal 2006 draft financial statements estimate that, while expenses and net transfers were greater than revenues, the general fund increased by \$1.3 million due primarily to onetime revenues, including \$3 million from the sale of a parking facility. A \$10.1 million rainy day reserve, funded in years when operating surpluses are generated, is included in the general fund balance. Property taxes, which accounted for 59% of fiscal 2006 revenues, are the city's primary revenue source. Tax collections are strong; current collections were at more than 99% in each of the past five years. The city's total net assets were an estimated negative \$31.7 million for fiscal 2006 due primarily to liabilities for the pension fund, landfill fund, and compensated absences. Management, however, estimates the city's use of bond proceeds to reimburse itself for previous expenditures will reduce this accumulated deficit by roughly \$18 million in fiscal 2007. Year-to-date fiscal 2007 revenues and expenditures are in-line with budgeted projections.

Manchester's financial management policies are considered good, indicating that financial practices exist in most areas but that not all practices might be formalized or that governance officials might not monitor them regularly. Financial policy strengths include quarterly budget monitoring and investment reporting to the mayor and aldermen and sound debt management policies that limit debt levels to a fixed percent of revenues and total assessed value. The city also has a policy to maintain multiple financial reserves, including a rainy day fund in the general fund, as well as a reserve for unforeseen increases in the health self-insurance fund.



The debt position is sound. Overall net debt is an average 2.1% of fiscal 2007 estimated market value and \$2,430 per capita. Carrying charges were an average 13% of 2006 general fund expenditures. The water, sewer, and airport debt is self-supporting.

Outlook

The stable outlook reflects the expectation that the city's local economy will remain stable and that it will continue to provide a sound source of property tax revenues, allowing management to maintain a sound financial position.



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The McGraw-Hill Companies



Now that the budget for fiscal 2008 is about to take effect it is easy to see that the revaluation completed in 2006 did a great injustice to the City of Manchester. While the Mayor and Aldermen scratch to save pennies in order to fund the departments adequately, we must realize that the break given a large portion of the Commercial/Industrial property by the revaluation company is the underlying reason that the elected officials are looking to cut every possible item they control.

Let us take a look at some statistics. The total tax reduction of the non-residential properties whose taxes went down is nearly \$7,000,000. This is the equivalent of approximately 415 million in assessed value. The Assessors have estimated that approximately 35 million will be added to the tax base this year of which approximately half or 17.5 million will be in the commercial/industrial category of property. This means that at that rate of growth it will take 20 – 25 years to get back to the level we had prior to the revaluation. Had the tax break been half of what they actually received they still would have gotten \$3.5 million and the city would have had the same amount to apply towards the tax rate, hire new police officers and firefighters, pave more roads etc... and keep in mind this is each year for the five years until the next revaluation. Over that period the city would have had \$17.5 Million and not have to scratch for monies to fund needed economic development and other critical needs for the city. .

As a member of the Board of Assessors during the revaluation in 2001 the Verizon Center was ready to open. At that time everyone was told that the downtown properties would skyrocket upwards and we would get untold millions in revenue from the increased value after the next revaluation. Well, let's take a look at the results.

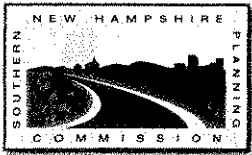
The tax revenue from the Central Business District (CBD) increased \$66,240; a far cry from what the promoters of the Verizon Center promised. The Center is a terrific venue for the many events held there and I support it as a plus for Manchester. It simply has not lived up to it's billing as the savior of the tax base in the downtown area. In tax year 2005 the CBD was 7.36% of the tax base and after the revaluation it is now 6.94% of the tax base. We are going in the wrong direction.

As a city we must direct an all-out effort to bolster our commercial/industrial tax base along with a healthy growth in the residential category. As a starter I would recommend that an informal committee be organized composed of a member from each of the following departments: Assessors, Building, Planning and Economic Development. They could meet periodically and the purpose would be to project the growth needed to prevent increasing fees and/or raising taxes to pay for any mandatory expenditure increases. After all, the Mayor and Aldermen do not control items such as postage, electricity, service agreements to name a few. This committee would report occasionally to the Board of Mayor and Aldermen to apprise the elected officials of the status of economic growth in the city. We face some difficult challenges ahead but Manchester still has a great potential to continue to be a great city.

Respectfully Submitted,

Paul Porter – Former member of the Board of Assessors and former Alderman – ward 6





SNHPC

May 15, 2007

Southern New Hampshire Planning Commission

438 Dubuque Street, Manchester, NH 03102-3546, Telephone (603) 669-4664 Fax (603) 669-4350
MANCHESTER CITY CLERK
www.snhpc.org

MAY 17 4 9:20

Mr. Leo R. Bernier, Clerk
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Re: Southern New Hampshire Planning Commission
438 Dubuque Street, Manchester, New Hampshire

Dear Mr. Bernier:

The Southern New Hampshire Planning Commission currently occupies the building at 438 Dubuque Street on the city's west side (the former Rimmon School). Currently, our property is bisected by two different zoning classifications; B-1 paralleling Amory Street and R-3 for the northern portion.

When the Commission originally renovated and occupied the building in 1995, we applied for and were granted a Variance and a Special Exception to permit professional offices in a residential zone (Case No. 147-ZO-95).

As the Commission plans for its future use of the building, we would like to request that the entire property be included in the B-1 zone. This would allow the currently permitted use as professional offices to continue without the necessity of requesting variances in the future, but would remain consistent with the previously granted exceptions.

I enclosed our check in the amount of \$300.00 to cover the filing fee for the proposed zoning amendment and plot plan showing the zoning.

Thank you for your attention to this matter. Please contact me directly if you have any questions or require additional information in this regard.

Sincerely,

SOUTHERN NEW HAMPSHIRE
PLANNING COMMISSION

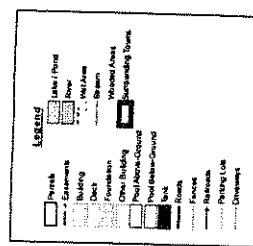
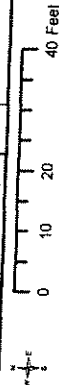
David J. Preece, AICP
Executive Director

DJP/rjk

P



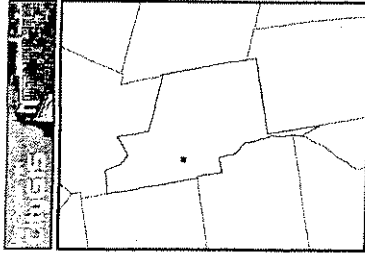
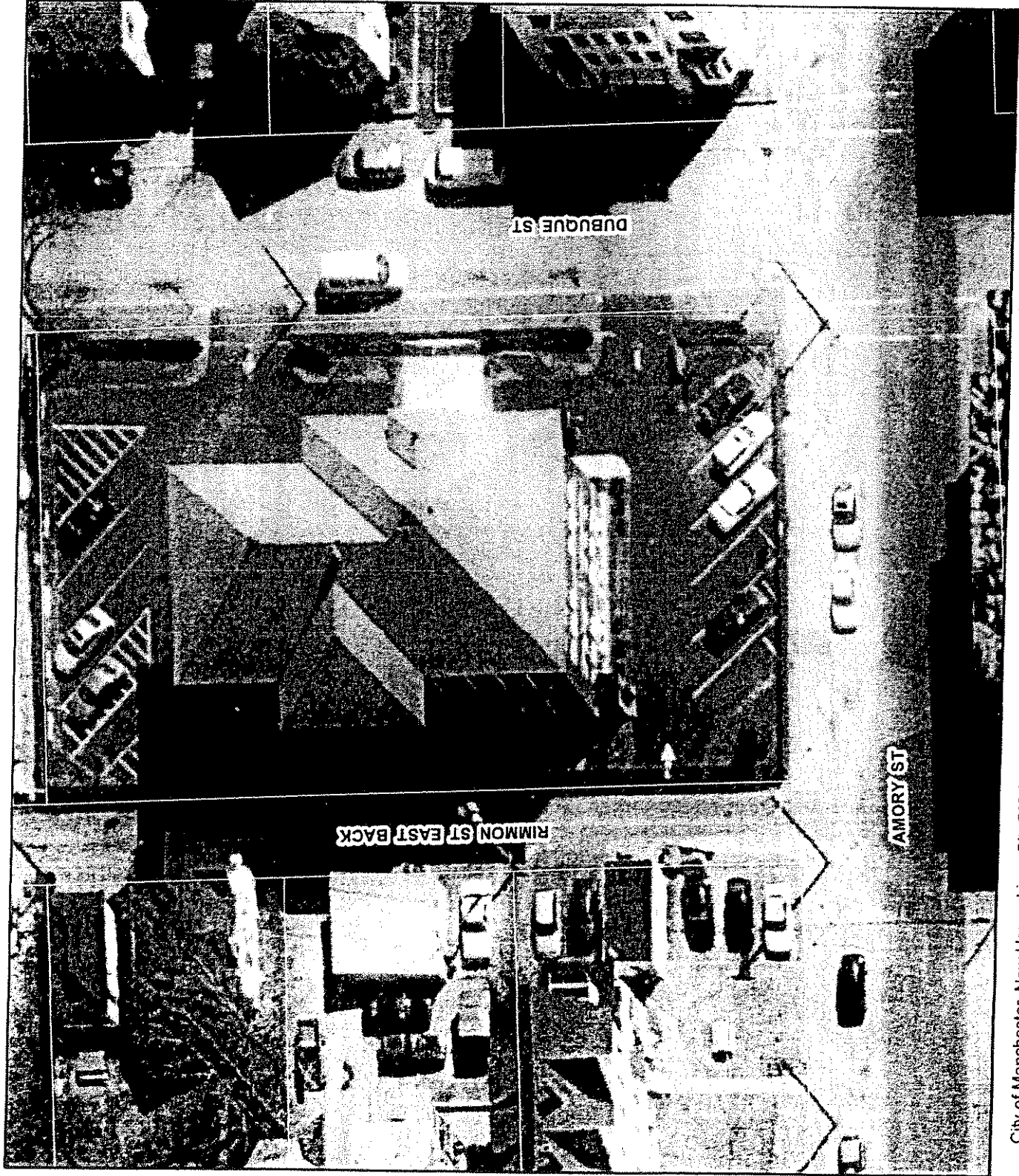
City of Manchester, New Hampshire - CityGIS Map Print



DISCLAIMER

DISCLAIMER

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Aerial Map Showing Street of Map Area



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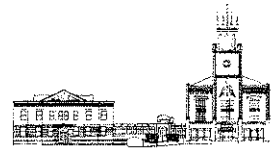


Robert S. MacKenzie, AICP
Director

CITY OF MANCHESTER

Planning and Community Development

Planning
Community Improvement Program
Growth Management



Staff to:
Planning Board
Heritage Commission
Millyard Design Review Committee

June 26, 2007

Mr. Leo Bernier, City Clerk
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Re: Technical Report, Rezoning Petition, 438 Dubuque Street

Dear Mr. Bernier:

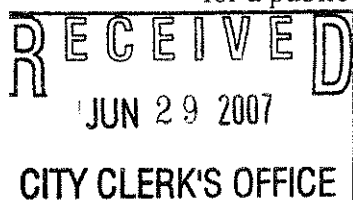
In accordance with the policy on rezoning requests, the following information is provided in consideration of a rezoning request filed by David Preece, Executive Director of the Southern New Hampshire Planning Commission, for the Commission's property at 438 Dubuque Street. The subject property is located on the northerly side of Amory Street, abutting Dubuque Street to the east, Rimmon Street East Back to the west, and a multi-family building to the north.

Currently, the property is split-zoned, with the southerly portion of the lot zoned *B-1, Neighborhood Business*, and the northerly portion of the lot zoned *R-3 Residential*. The applicant is requesting that the entire lot be zoned *B-1*.

The parcel is approximately 16,600 SF. The property has been home to the offices of the regional planning commission since 1995, after special exceptions and variances were secured by the ZBA. While properties that are bisected by different zoning district boundaries have specific issues to contend with to satisfy zoning regulations, properties in which the zoning district boundary also bisects the building have additional issues. Such is the case with this particular property.

Prior to 2001, the year the Zoning Ordinance and map were revised, the entire parcel at 438 Dubuque Street was zoned *B-1*. Staff is not certain why the map was changed in 2001, resulting in the split-zone.

From a technical perspective, the petition to rezone the rear portion of the parcel at 438 Dubuque Street from *R-3* to *B-1* may be forwarded to the Board of Mayor and Aldermen for a public hearing. Consistent with the policy for rezoning petitions, I am forwarding a



One City Hall Plaza, Manchester, New Hampshire 03101
Phone: (603) 624-6450 Fax: (603) 624-6529
E-mail: planning@ManchesterNH.gov
www.ManchesterNH.gov

copy of this report and petition to the Planning Board, the Building Department and the Office of the City Solicitor for their comment.

The Planning Director or I will be available to answer any questions that the Board may have.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Pamela H. Goucher", with a long, sweeping horizontal line extending to the right.

Pamela H. Goucher, AICP
Deputy Planning Director

C: Planning Board
Building Department
Office of the City Solicitor

P

Planning Department Technical Review Map

RIMMON ST.

DUBUQUE ST.

R-3

Subject
Property
438 Dubuque St.
TM 178, Lot 12

100'

156'

B-1

AMORY ST.

R-3

1. This map was prepared by the City of Manchester Planning & Community Development Department (D. Beauchesne) on June 25, 2007.

Rezone from R-3 to B-1

0 10 20 40 60 80 Feet



Planning Department Technical Review Map

RIMMON ST.

DUBUQUE ST.

R-3

Subject
Property
438 Dubuque St.
TM 178, Lot 12

B-1

AMORY ST.

R-3

1. This map was prepared by the City of Manchester Planning & Community Development Department (D. Beauchesne) on June 25, 2007.

Rezone from R-3 to B-1

0 10 20 40 60 80 Feet



City of Manchester New Hampshire

In the year Two Thousand and Seven

A RESOLUTION

"Amending the FY2008 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Two Hundred Twenty Five Thousand Dollars (\$225,000) and revising the title of CIP 711408 from "Additional Multi-Space Meters" to "Millyard Parking Plan Implementation."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2008 CIP as contained in the 2008 CIP budget; and

WHEREAS, Table 5 contains all sources of Enterprises, Fees and Other Dedicated Source funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen desires to provide funding for the implementation of the recommendations of the Millyard Parking Plan estimated to cost \$505,000 and;

WHEREAS, \$280,000 of Parking Enterprise funds allocated for multi-space meters is available requiring an additional \$225,000 of funds to carry out the project;

NOW, THEREFORE, be it resolved that the 2008 CIP be amended as follows:

- 1) that CIP 711408 "Additional Multi-Space Meters" be revised to "Millyard Parking Plan Implementation"
- 2) that the 711408 Millyard Parking Plan Implementation budget be increased by \$225,000 from \$280,000 PED to \$500,000 (\$280,000 PED & \$225,000 One Time Fund)
- 3) that the One Time Fund be decreased by \$225,000

Resolved, that this Resolution shall take effect upon its passage.

(1)

City of Manchester New Hampshire

In the year Two Thousand and Seven

A RESOLUTION

"Authorizing the Finance Officer in Fiscal Year 2007 to effect a transfer of Fifty Three Thousand Seven Hundred Fifty Dollars (\$53,750) from Contingency to the Manchester Police Department"

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

That the Finance Officer be and is hereby directed to effect a transfer from Contingency Adjustment as follows:

Uniform Allowance	Account 3302C10298.....\$41,000
Special Projects	Account 3300C10898\$12,750

Resolved, that this resolution shall take effect upon its passage.

For "Police officer and Rimmon Heights Police Substation equipment"



City of Manchester New Hampshire

In the year Two Thousand and Seven

A RESOLUTION

"Authorizing the Finance Officer to Make Certain Budgetary Closings
for the Year 2007."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

- I. That the Finance Officer be and he is hereby authorized to make all necessary transfers, carry-forwards and closings, to balance the departmental accounts and all other accounts for the year 2007 and to submit to the Board of Mayor and Aldermen for their approval, at a future date, all such transfers, carry-forwards and closings executed by his department.
- II. Resolved that this resolution shall take effect upon its passage.

10


To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Accounts, Enrollment and Revenue Administration respectfully recommends, after due and careful consideration, that a proposed Business Expense Policy for the City be updated and approved as enclosed herein, with the addition that those traveling to conferences and training paid by the city provide a report to the Board following attendance to advise of the activities learned.

The Committee notes that it requested the Independent City Auditor to provide the policy with portions changed or updated highlighted.

(Unanimous vote with the exception of Aldermen Thibault and DeVries who were absent.)

Respectfully submitted,



Clerk of Committee

R



**City of Manchester
Office of the Independent Auditor**

One City Hall Plaza, West Wing
Manchester, New Hampshire 03101
Phone: (603) 624-6523
Fax: (603) 624-6528

July 3, 2007

Board of Mayor and Aldermen
C/o Mr. Leo Bernier
City Clerk
One City Hall Plaza
Manchester, NH 03101

Dear Honorable Aldermen,

At the COA meeting held on June 19, 2007, I presented a new City of Manchester Business Expense Policy. The policy is in response to an audit observation in the fiscal year 2006 management letter comment 5 which states "...there is no formal written policy regarding the approval of department heads and management's travel expenses". This policy would require that the Mayor or his designee approve these expenses. Currently policy requires that department heads send written notification to the Mayor when they travel and will be out of the city. This policy directs the Mayor or his designee to sign approval and send a copy back prior to travel. This policy also raises the amount of meal per diem allowance from \$50 per day to \$62 per day for high cost cities as determined and approved by the department head.

This policy is intended to replace the current Travel and Conference Policies and Procedures and the current Miscellaneous Expense Policy. My letter to the COA incorrectly stated that the policy was also meant to replace section 5 of the Fleet Management/Motorized Equipment Policy. It is meant to enhance and clarify certain sections of that policy and is to be used in conjunction with section 5 of the Fleet Management/Motorized Equipment Policy.

A request was made from a board member to provide a copy of the new policy that would highlight the changes to the policies it replaces. For the current Miscellaneous Expense policy the changes are small and easy to point out. That policy is replaced by the current policy section 4. The policy is formatted differently so that sections of the old policy show up in different order in the new policy but the wording is basically unchanged with the exception of the following three wording changes:

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Under the old policy under Non-Allowable expenditures the last sentence of the fourth bullet that states "unless preauthorized by the originating department head" is changed to "unless part of a budgeted HRD program" in section IV of the new policy. There are some departments that offer gift certificates and awards to employees as part of a budgeted program and this policy acknowledges that. It also allows a department head to appeal to the Mayor to allow an unallowable expense as does the current policy.

The current Policy under Citywide Employee Training, the third bullet, the last sentence is changed from "preauthorized by the originating department head" to "preauthorized by the Office of the Mayor" in Section V, third bullet of the new policy. It was felt that this would tighten up controls on excessive spending in this area.

In the same section of the current policy under the fifth bullet the following wording is added to the final sentence "or the City per diem meal rate if a meal is provide." Certain training events are budgeted to provide a meal for attendees (see bullet three) and it was felt that \$5 per attendee was not sufficient.

The current Travel and Conference Policy and Procedures was completely reworded and rewritten. Parts of the current policy are found in the new policy Section 1 TRAVEL POLICY and some aspects of the current policy can be found in Section 3 USES OF CITY RESOURCES. It was felt that the current policy was poorly written and organized. I searched the internet for best practices and used the ALGA ListServ to solicit examples of travel policies. I have attempted to include all the relevant sections of the current policy and language changes suggested by the management letter comment when writing this section. Due to the complete rewrite it would be difficult to show the complete changes. The section has a significant amount of explanatory language and new controls not found in the current policy. Certain sections were omitted as they could be found in other city policies and were redundant. The current policy is geared toward reimbursement of expenses to employees. Currently the City is working to increase the use of purchasing cards and that is reflected in the new policy.

The new policy is also organized in a manner that modifications to the policy can be made without rewriting the entire policy and is in what I hope is a more user friendly document.

Respectfully Submitted,



Kevin M. Buckley
Independent City Auditor

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CITY OF MANCHESTER, NH
BUSINESS EXPENSE POLICY



APRIL 13, 2007

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SECTION 1 TRAVEL AND TRANSPORTATION

TRAVEL POLICY

I. Purpose

This policy is provided to assist City employees, appointed officials and members of City trusts, boards and commissions, when traveling for public business purposes. It is designed to be an accountable plan under Internal Revenue Service (IRS) guidelines. The IRS requires all travel advances or expense reimbursements to be included in wages and subject to FICA, FUTA and income tax withholding **unless** certain requirements are met. The following three conditions shall be met for an accountable plan:

1. **Business Connection.** This requirement is satisfied if the expenses are incurred in connection with the performance of services as an employee or appointed official
2. **Substantiation.** The employee or appointed official shall submit information to the employer sufficient to meet IRS regulations of substantiation requirements for an accountable plan. This includes a log of expenses and appropriate documentation to substantiate the amount, time, place and business purpose of the expenses paid or incurred in traveling away from home.
3. **Return of Excess Amounts if Applicable.** The employee or appointed official shall return amounts received in excess of those substantiated or deemed substantiated within a reasonable period of time. This situation only applies to claims involving a travel advance issued to a City employee or appointed official.

II. Application

This policy governs reimbursements for conferences, seminars, training sessions, and other beneficial situations where common expenses are for transportation, registration, lodging, and meals during overnight stay and appropriate incidental expenses. Nothing contained herein shall prohibit the Mayor or his designee from modifying or approving exceptions to this policy to meet the needs of a unique situation; provided however, that no such modification will result in a detriment to the City when traveling for a public business purpose.

Additionally, this policy pertains to the reimbursement of business related travel expenses incurred while traveling away from home for a period substantially longer than an ordinary workday and is reasonable to need sleep or rest. Mileage reimbursement claims pertaining to business related travel within a 65 mile radius of the City are to be filed in accordance with established City policies for vehicle mileage reimbursement.

III. Policy

A. GENERAL REQUIREMENTS

1. Employees are encouraged to use a City purchasing card whenever possible for travel related expenses.
2. Departmental directors are responsible for informing claimants of travel policies and procedures and ensuring adherence and compliance. The department submitting the travel claim is responsible for determining the reasonableness and business purpose of the requested reimbursement for travel expenses.
3. The Office of the Mayor shall be advised by memo of the absence of a departmental director; including location, purpose and dates of the trip at least one week prior to the trip. Arrangements to be reached in case of emergency should be included in the travel notification.
4. Any expenses related to a traveling companion of a claimant are not reimbursable by the City.
5. A Travel Request Form (See attachment A) shall be completed for reimbursement of any travel related expenses. Each employee or appointed official shall complete a separate form.
6. The claimant may not authorize or otherwise approve their own Travel Request Form, justification for rental car or other expenditure. Such authorization shall be made at the level of the claimant's supervisor or higher. In the event of a reimbursement claim being filed by a Department Director the Mayor or his designee shall provide such authorization or approval.
7. Failure to comply with the City's travel policy or falsification of expense reports, may result in denial of reimbursement, the loss of travel privileges and/or disciplinary action including possible termination and criminal prosecution.
8. The standard mode of out-of-state travel is by commercial airline coach class.
9. Travel time is defined to be 24 hours before and after the times in the official conference registration information unless it is less expensive to arrive or leave at another time due to the price of air fare.

B. REGISTRATION

1. The City may reimburse claimants for registration for City-related workshops, conferences and seminars. Special events and tours that are not job-related and are leisure activity such as golf tournaments and museum outings are **not** reimbursable. If meal(s) have been included on the registration, the City will not reimburse for additional meals during that time, except if special dietary needs are required (refer to E.1.c.of this section).
2. In the event of pre-paid registration, use of the City purchasing card is strongly encouraged. The sponsoring department shall pre-register whenever possible if savings to the City can be realized.

3. Late registration past the discount date shall be approved in writing by the Department Director prior to registration or by the Mayor or his designee in case of late registration by a Department Director.
4. A copy of the official conference registration and proof of attendance shall be submitted along with the Travel Request Form to the Finance Department in order to be reimbursed.

C. TRANSPORTATION

1. **Commercial Airline.** All airline travel should be made more than 30 days in advance in order to take advantage of the lower fares. In most cases it is not necessary to use a travel agent. Such internet web sites such as Expedia.com and Travelocity.com allow for convenient on-line query of all airlines and available flights. The Department Director is responsible to ensure that the lowest possible fare is selected. All travel shall be by coach class. Exceptions to coach class may be granted by the Mayor upon advance written justification from the Department Director. Claimants are encouraged to consider using special travel times, fare discounts or senior citizen rates if the savings in airfare is greater than the cost of additional lodging, meals and incidental expenses.
2. **City Ground Transportation.** Transportation expenses, including private vehicle mileage and/or limousine/shuttle service to and from the Manchester-Boston Regional Airport is **not** reimbursable.
3. **Parking.** Manchester-Boston Regional Airport parking validation may be obtained when an employee is traveling on City business. Employee must park in the garage or long-term parking. Upon completion of travel, City employee parking will be validated at the Airport's first-floor Communications Center (24-hour operation) as long as the employee presents certification from his supervisor that the employee is traveling on official City business, with the dates of travel specified. Employee must bring his/her parking ticket stub and supervisor certification to the Communications Center upon completion of travel. Once the parking ticket stub has been validated, the employee presents the stub to the cashier upon exit from parking.
4. **City Vehicle.** City employees are encouraged to use a City-owned vehicle when traveling on City business within 65 mile radius of the City. If your department does not have an assigned vehicle available a pool vehicle may be made available from the Highway Department. The use of a City-owned vehicle for travel outside of this area may be used if it can be documented as the most cost effective alternative.
5. **Private Vehicle.** An employee may elect to use a private vehicle when traveling outside of the State of NH. Private vehicle mileage will be compensated at the current IRS rate, but only to the extent of the most economical air coach fare or mileage, whichever is less. The comparison rate will be established, documented and approved by the Department Director at the time the reservations are made.

Prior to authorizing use of a private vehicle the Department Director shall obtain a photocopy of the employee's driver's license and proof of insurance.

6. **Seat Belt Use.** Seat belts shall be worn at all times by both drivers and passengers when conducting City business.
7. **Rental Car.** The expense of a rental car for an employee may be reimbursed only if written justification is provided and approved by the Department Director.
8. **Other Transportation.** Other modes of transportation such as bus or train may be used if it can be documented to be the least expensive alternative. Prior approval by the Department Director is required.

D. LODGING

1. The employee is encouraged to prepay for hotel accommodations using a City purchasing card. Employees are to ask for the Government rate as most national chains offer discounted rates to government employees. Hotel accommodations are to be pre-approved by the Department Director. Lodging should be shared with other employees at the discretion of the Department Director.
2. The City will reimburse for actual costs up to a maximum of \$140 per night for lodging and related room taxes. Exception to the \$140 maximum may be granted by the Department Director for employees who are staying at the hotel that the conference/seminar is being held and a less expensive hotel is not in the immediate area.
3. Lodging reimbursement is only allowable when the place of destination is outside of the 65 mile radius of the City.
4. The City will not reimburse for non-business expenses charged to the room.
5. The City will not reimburse for lodging expenses in excess of the single occupancy rate per employee and/or beyond the dates of travel unless it can be proven to be more economical to stay additional days.

E. MEALS

1. General Provisions

- a. Meal expenses include reasonable tips.
- b. Alcoholic Beverages are not reimbursable
- c. If a meal has been included as part of the registration for an event the City will not reimburse for a separate meal, except by special dietary needs. Special dietary needs shall be justified by a doctor's order and pre-approved by the Department Director.
- d. Meals will not be reimbursed unless an overnight stay is required.

2. Actual Expenses

- a. Reimbursement will be made up to the actual amount claimed up to the per diem meal rates of; \$10 breakfast, \$15 lunch and \$25 dinner or up to \$50 per day. The original receipts shall be included with the reimbursement request form.
- b. With prior approval by Department Director high cost cities such as Boston, Washington DC, Philadelphia and New York City will be granted a higher per diem rate of \$12 breakfast, \$20 lunch and \$30 dinner.
- c. Reimbursement will be prorated for partial days of travel. Travel departing Manchester after 1:00 pm or returning to Manchester before 5:00 pm is reimbursed as a half-day. A half-day is allowed a per diem of \$25 for all meals combined.
- d. Employees are prohibited from submitting more than 3 meal receipts per day. Incidental expenses incurred during the day for non-meal expenses such as soda, coffee, or snacks will not be considered part of the three meal receipts for the day but such expenditures will be included in determining the employees per day total and any amount over \$50 (or \$62 for high cost cities) will not be reimbursed.
- e. In situations where employees are residing in accommodations that allow the purchase/preparation of meals employees are encouraged to do so in order to reduce costs. In such circumstances, the allowable amount of grocery purchases shall be limited so as not to exceed a \$50 per day limit. In instances where an employee purchases groceries they are not prohibited from dining out. They are however, subject to the \$50 per day limit of the combined groceries and restaurant meals. A dated register receipt shall accompany any request for reimbursement. Groceries do not include non-food items.

F. MISCELLANEOUS EXPENSE

1. The City will not reimburse for personal items, services or entertainment, including but not limited to toiletries, medicine, clothing, grooming, laundry, dry cleaning and movies.
2. Expenses noted on the Reimbursement Expense Report shall be accompanied by an original receipt. No receipt is required at parking meters however; their use should be avoided if lower cost alternatives are available.
3. Telephone calls for both toll and local call related to City business are allowable. A list of each call including the date, purpose, person contacted and cost should be attached to the travel request form. Employees traveling overnight are allowed one reimbursable call per day to their primary residence. Primary residence shall include a cell phone of a family member.

4. Gratuities for handling, storage and checking of personal property items (baggage) taxi and meals are allowable providing they are reasonable and shall not exceed 15% of the cost of service.

G. FOREIGN TRAVEL

1. The City will not reimburse the goods and services tax (GST) or any other foreign tax that may be refunded to the employee. The employee is responsible for submitting a claim to the appropriate country for any tax refund.

IV. Travel Payment and Reimbursement Procedures

A. CITY PURCHASING CARDS

1. The Purchasing Card Program (P-Card) is designed to assist the City in reducing its reliance on requisitions, purchase orders, petty cash funds, employee advances and paper checks, and to reduce the need for employees to use personal funds for business purposes.
2. Each cardholder has the responsibility to submit their monthly account statement with the appropriate receipts and signatures for processing and payment to their departmental administrator by the due date. (See City P-Card Policy)
3. **Prohibited Purchases.** Cash Advances, wire transfers, Money Orders, Personal Purchases, Donations.
4. The City encourages purchases be made using the P-Card. All purchases shall be made in compliance with the City's ordinances, Procurement Code and the guidelines set forth in this Guide. Any violation shall result in disciplinary action that may include termination of employment. Only authorized cardholders shall use the P-Card and no authority is permitted or conferred to the cardholder for the delegation of its use. Each cardholder has a designated credit limit for monthly purchases, daily purchase credit limit and single purchase credit limit. Intentional circumvention of these limits is strictly prohibited, for example, splitting a transaction amount with the same vendor or multiple vendors for purchases that would otherwise exceed the cardholder's limits. The City will perform periodic audits electronically and manually to verify adherence to this policy.
5. A cardholder shall have the travel and entertainment purchase option enabled in their account profile in order to use their P-Card for such expenses. The cardholder shall adhere to the City's Travel Policy.

6. Travel & Entertainment Tips

- The P-Card shall not be used for gasoline for personal vehicles when it is used for business purposes. Business travel incurred when using a personal vehicle shall be reimbursed by claiming mileage on an expense report. If traveling with a rental car, then gasoline may be purchased using the P-Card.
- The P-Card may be used to pay itemized hotel bills.
- The City does not provide ATM privileges with its P-Card Program. Any cash needed while traveling shall be from personal funds that are reimbursed in accordance with City ordinances and policies and upon submitting an expense report.

For further information on the P-Card program reference the Purchase Card Program Cardholder Guide.

B. PROCESSING REIMBURSEMENT CLAIMS

Presented below is an overview of the City travel process. Travel authorization shall be granted before the trip.

1. The Travel Form is submitted by the employee (see form attached).
2. The employee's Department Director shall approve the Travel Form.
3. Within 5 days of completion of travel, the employees shall complete the balance of the Travel Form and submit it to the Department Director for approval. If funds are due the employee, the department shall prepare a Payment Voucher. Reimbursable expenses such as mileage, tolls and meals shall reference the original Travel Form. All original receipts shall accompany the Travel Form.
4. The following are examples of the various forms that shall accompany the Travel Form:
 - Airline itinerary, ticket stubs or electronic ticket information
 - Official conference brochure and registration
 - Itemized hotel receipt
 - Receipts for groceries or meals
 - Rental car agreement
5. Upon Department Director approval, the Travel Form, voucher, receipts and supporting documentation are sent to the Finance Department for review and payment processing.
6. The Finance Officer shall process the Travel Form and voucher for payment, if payment cannot be made due to - but not limited to - lack of documentation, computation errors or insufficient appropriation, the Travel Form and voucher shall be returned to the Department Director for follow up with the employee.

C. TRAVEL ADVANCES

1. A travel advance will only be granted under very limited circumstances. Under most circumstances the employee will be issued a P-Card to cover expenses in lieu of a cash advance.
2. Immediately upon return the employee will return any unspent cash to the City Treasury. The employee will be issued a receipt for the returned funds.
3. Failure to submit a completed travel form within 5 days of the employees return could result in a suspension of further travel advances to the department and/or loss of travel privileges.
4. Only one travel advance may be outstanding per employee.

V. Additional Information

A. ATTENDANCE AND CONDUCT

1. Traveling on behalf of the City and using public funds is a privilege. As a City employee or appointed official, the claimant is expected to attend the conference and training session.
2. An employee found to be absent from a substantial portion of the conference, seminar, sessions or other activity without good and justifiable cause will be subject to disciplinary action in accordance with applicable personnel policies and may be held personally liable for all travel expenses.
3. Any City employee whose actions reflect discredit upon the City of Manchester; is involved in any conduct that is offensive; violates the common decency or morality of the community; or whose conduct is unbecoming of a City employee will be subject to disciplinary actions in accordance with the City's personnel policies.

B. CANCELLATIONS

1. If the registration, lodging, and/or transportation has been prepaid by the City and the employee is unable to complete the intended travel, the employee is required to follow-up on the cancellation policy of the sponsoring organization and lodging site. All possible means are to be explored to obtain refunds, partial refunds or options for substituting another employee.
2. The employee shall provide written justification, which is approved by the Department Director, to explain and justify the reason for the inability to travel as previously arraigned. This written justification is to be submitted with the travel form.

C. REFUNDS

- 1 The sponsoring department and the employee have the responsibility for the oversight and administration of seeking refunds to the City and depositing the refunds with the City Treasury.
- 2 Any such refunds will be credited back to the department's budget.
- 3 If the refund is made payable to the employee or appointed official, it shall be endorsed to the City, delivered to, and receipted by the Finance Department.
- 4 If the refund is credited to the employee's personal credit card, the employee is responsible for reimbursing the City for any amount due to the City.

VEHICLE USE AND REIMBURSEMENT

I. Purpose

To establish a Take-Home Vehicle, Vehicle Mileage Reimbursement, and Vehicle/Car Allowance Policy for employees of the City of Manchester and to ensure that the City is in compliance with IRS regulations.

II. Scope

This policy provides guidelines for the assignment of take-home vehicles, use of City vehicles and reimbursement for the use of personal vehicles in conducting official City business. Excluding public safety departments and certain Aviation Department management personnel excluded by BMA action, this policy applies to employees in City Departments and Divisions, including elected officials. Public Safety Departments and certain Aviation Department management personnel excluded by BMA action will establish internal policies governing the assignment and use of take-home vehicles. Nothing contained herein shall prohibit the Mayor or his designee from modifying or approving exceptions to this policy to meet the needs of a unique situation; provided however, that no such modification will result in a detriment to the City.

The responsibility for the administration and enforcement of this policy is assigned to the Department Director.

When a City official shall travel on approved official business, the City will either provide the employee with a vehicle or provide reimbursement for the use of a personal vehicle or for the use of public transportation.

For policy and procedures related to travel expense reimbursement for out-of-town business trips, refer to the Employee Travel Policy section.

III. Policy

A. GENERAL PROVISIONS

1. **Safety.** The City reserves the right to prohibit employees with unsatisfactory safety or traffic violation records from operating City vehicles or using personal vehicles for City business.
2. **Licensing.** A valid driver's license is required for an employee to drive a City vehicle or a personal vehicle used in the conduct of City business for which mileage reimbursement is received. The employee will be required to submit evidence of his/her driver's license to his/her department annually or upon request.

3. **Accidents.** All accidents occurring while on City-related business involving City-owned vehicles or personal vehicles in use on City business shall be immediately reported by the employee operating the vehicle to the appropriate law enforcement agency, Highway Department Purchasing Agent and Department Director as soon as possible. A copy of the accident report and a letter from the Department Director describing the circumstances leading up to the accident and any corrective action taken by the department to the City's Risk Manager.
4. **Passengers.** Family members or non-City employees are not allowed as passengers in City owned vehicles unless they are traveling on official City business.
5. **Parking Tickets.** The City will not reimburse for the cost of parking tickets or tow charges due to illegally parked vehicles.

B. TAKE-HOME VEHICLES

1. **Purpose.** Take-home vehicles are provided to respond to emergency situations posing an immediate threat to the safety of the public or have another justified benefit to the public. Take-home vehicles will be authorized when the additional response time required for an employee to travel to the regular work location to pick up a vehicle would significantly increase the threat to the public.

No vehicle assignments are to be made for the personal use or convenience of the employee. Assignment of vehicles is considered a responsibility rather than a privilege. Any employee who uses a City-owned vehicle for personal reasons such as commuting between his/her residence and primary work location will be subject to having the value of such personal use included on the employee's W-2 form. The Department Director shall be responsible for informing employees of the tax effect of using the vehicle prior to assignment of the vehicle.

2. **Human Resources Notification.** Prior to assignment Human Resources will be notified of the assignments and the amount of W-2 income shall be reported quarterly.

C. VEHICLE REIMBURSEMENTS AND ALLOWANCES

1. **Required Information.** In order to obtain reimbursement for mileage careful tracking of mileage is necessary. The employee is expected to log the date, origin, destination, purpose and mileage of every trip that reimbursement is sought. The mileage log will be approved by the Department Director or his designee for reimbursement.

2. **Personal Vehicle Responsibility.** The owner/operator of a personal vehicle assumes responsibility for all costs involved in the operation and maintenance of his/her vehicle while conducting City business. The only compensation shall be the predetermined mileage rate. Miles commuting between the employee's home and normal work location are excluded from reimbursement. If an employee is leaving directly from home to a work location other than their normal work location the normal commute mileage will be deducted from total mileage when calculating amount to be reimbursed.
3. **Department Responsibilities.** Department Directors are responsible for ensuring that all employees using personal vehicles on City business have liability insurance coverage and a valid driver's license.
4. **Compensation.** Reimbursement for use of a personal vehicle will be paid at the rate prescribed by IRS regulations. The Human Resources Department will send a notice to all departments whenever the rate changes.

D. REPORTING UNAUTHORIZED PAYMENTS AND LOSS OF VALID DRIVERS LICENSE

1. **Reporting.** Employees who receive any unauthorized vehicle mileage reimbursements will be responsible for reporting any unauthorized payments or overpayments. Should an overpayment occur for any reason, the employee is required to reimburse the City for the over-payment.

All motor vehicle operators utilizing City vehicles or personal vehicles in the course of employment are required to report to their immediate supervisor, by the close of business the next business day, if their driver's license is suspended, revoked or cancelled.

2. **Disciplinary Action.** An employee who fails to report an unauthorized payment or to report the loss of their driver's license or loss of liability insurance is subject to appropriate disciplinary action, up to and including termination. The Department Director is responsible for communicating this policy to employees approved for vehicle reimbursements or use of City vehicles.

E. EXECUTIVE CAR ALLOWANCES

Car allowances for executives or other management employees awarded as part of their compensation package shall not be allowed except by a majority vote of the Board of Mayor and Aldermen.

IV. Procedure

A. TAKE-HOME VEHICLE REQUEST

A Department Director shall initiate take-home vehicle requests. A written request justifying the need for an after-hours or take-home vehicle shall be forwarded to the Mayor for review and endorsement. Department Directors will be notified in writing of the approval or denial.

It is up to the Department Director to ensure that the vehicle is used for the purpose granted on the Mayor's authorization.

B. REQUEST FOR REIMBURSEMENT OR VEHICLE ALLOWANCE

Mileage reimbursement requests will show the dates of travel, starting and ending destinations, mileage and purpose of trip. The request will also show total miles traveled, mileage rate and total dollar amount of reimbursement requested. This form will be approved by the Department Director or his/her designee and forwarded to the Finance Department for check processing. No employee shall be allowed to approve their own reimbursement request.

C. VEHICLE USE REVIEW PROCESS

Annually the Department Directors will review the amount of miles reimbursed and the amount and cost of miles used for each vehicle under their control and determine if the cost of operating the vehicles is justified and in the best interest of the City and its citizens or if an adjustment to the use, type or number of vehicles is needed.

Refer to the City Fleet Management/Motorized Equipment Policy for procedures governing the purchase, assignment and disposition of vehicles.

SECTION 2 PROFESSIONAL EXPENSES

PROFESSIONAL CERTIFICATION AND LICENSE

I. Purpose

Professional development and certifications enhance employee job skills and contribute to a professional work culture and work product credibility. The City provides continuing professional education, employee training programs and other incentives to encourage employee development toward the achievement and maintenance of professional certification and licenses. This policy addresses professional education and training, examination and occupational license fees, and use of leave related to professional certification and licenses. Nothing contained herein shall prohibit the Mayor or his designee from modifying or approving exceptions to this policy to meet the needs of a unique situation; provided however, that no such modification will result in a detriment to the City.

II. Scope

This policy governs professional certification and licenses that are;

1. required for job performance or
2. not required for job performance, but enhance job performance.

Additional City policies are in place that provides opportunities to encourage employees to improve job skills through pursuit of professional certification and licenses. See tuition reimbursement program and professional development program policies for applicable procedures for qualifying employees.

III. Policy

Professional certification and license training and examinations involving time away from regular job duties require prior supervisory notification and approval. Options as to date, time, and/or place for training and examinations are at the discretion of the Department Director.

- A. For employees whose job responsibilities require that they possess and maintain professional certification and license:
 1. Required training provided by, sponsored by, and/or associated with the City will be considered regular work hours. Employees are required to give their full time and attention to the course work.

2. Training provided through programs or classes not associated with or sponsored by the City for certifications required to be maintained by the City for job performance may be paid for by the City if approved by the Department Director and budgeted funds are available. Time taken to attend such training will be considered regular work hours. The City will pay examination and renewal fees for certifications and licenses required by the City for job performance as stated in the personal job description, applicable law or regulation, or contract. Employees will be paid regular work hours to take required examinations for certification.
- B. For employees whose job responsibilities are enhanced by the pursuit and maintenance of professional certification and license;
1. Training provided by, sponsored by, and/or associated with the City will be considered regular work hours and should be undertaken by employees with that perspective in mind.
 2. With advance supervisory approval training provided through programs or classes not associated with or sponsored by the City but related to job performance will be treated as regular work hours. Such external training may be paid by the City if budgeted funds are available. Other training not related to City responsibilities, requiring absence from an employee's regular work hours may be allowed using the employees pre-approved leave time.
 3. The City may regularly provide continuing professional education or other employee training programs designed to meet requirements of professional certification and licensing. Employees are required to participate if available in these programs to meet educational/training requirements rather than enrolling in classes outside the sponsored program.
 4. Professional certifications and license examinations not required to perform job responsibilities may or may not be reimbursable by the City. Approval shall be obtained by the Department Director in order to be reimbursed by the City.

IV. Procedures

Employees shall provide proof of attendance and successful completion in order to be reimbursed.

PROFESSIONAL DUES AND MEMBERSHIPS

I. Purpose

Membership in certain professional organizations and associations can enhance and benefit the City in many ways. City membership in a trade, industry or professional organization or association may make industry reports, statistics or analysis available to City staff that can enhance management decisions and contribute to operational efficiencies. Individual employee memberships in trade, industry or professional organizations or associations can provide the same benefits as well as providing peer association opportunities and the benefits that come from networking. This policy addresses the types of memberships and dues that are appropriate for City or employee participation. Nothing contained herein shall prohibit the Mayor or his designee from modifying or approving exceptions to this policy to meet the needs of a unique situation; provided however, that no such modification will result in a detriment to the City

II. Policy

Professional dues and memberships are appropriate if membership helps carry out the City's mission or, in the case of an individual, the duties of his/her job.

- A. Membership in an organization or association shall provide a direct benefit to the City. Examples of organizations that may be appropriate for the City or employee membership include but are not limited to:
 - 1. Professional organizations
 - 2. Trade associations
 - 3. Chambers of commerce
 - 4. Civic or public service organizations
 - 5. Boards of trade
 - 6. Business leagues
- B. Generally, inappropriate organizations are those organized for non-City business, pleasure, recreation or other social purpose. Examples of organizations not appropriate for City or employee membership include, but are not limited to:
 - 1. Country clubs
 - 2. Golf and athletic clubs
 - 3. Hotel clubs
 - 4. Sporting clubs
 - 5. Airline clubs
 - 6. Social clubs

- C. No professional dues or memberships shall be paid to any organization whose membership is limited in any way due to race, creed, religion, color, sex, age, national origin, ancestry, or disability as defined by the Americans with disabilities Act of 1990, Section 3(2).
- D. Department Directors shall be responsible for determining the appropriateness of membership in any particular organization or association as set forth in these guidelines. Department Directors shall also be responsible for determining the usefulness of or direct benefit to the City for employees to attend meetings, seminars or conferences of these organizations or associations.

SECTION 3 USES OF CITY RESOURCES

PROPER USE OF CITY RESOURCES

PERSONAL USE OF CITY RESOURCES

I. Purpose

This policy establishes operational responsibilities of City departments and employees relating to City resources. Nothing contained herein shall prohibit the Mayor or his designee from modifying or approving exceptions to this policy to meet the needs of a unique situation; provided however, that no such modification will result in a detriment to the City

II. Scope

This policy and procedures established herein govern use, prohibited use, misuse, exceptions and penalties for use of City resources, facilities, and equipment including, but not limited to the use of fax machines, copiers, postage, computers, telephones, pagers and the internet. Department Directors may establish internal departmental policies regarding the personal use of City resources as long as the departmental policy is not less restrictive than the City policy.

III. Proper Use of City Resources, Facilities and Equipment

City resources, facilities and equipment are intended for use in the performance of official City business. City employees may not use City resources for the personal benefit of any other person unless it is as part of the employee's official duties. The term "City resources" refers to City funds, property, supplies, equipment, and employee time. Use of City resources, facilities, and equipment for other than official City job purposes is permitted only under very limited circumstances and only if the use meets all of the following criteria:

1. There is no cost to the City or the accumulated cost to the City is *de minimis* (i.e. a use that results in no actual cost to the City, or the cost to the City is so small as to be insignificant or negligible)
2. It does not interfere with the employee's official duties
3. It is brief in duration, including an accumulation of time used
4. It does not compromise the security or integrity of City information or software
5. It promotes organizational effectiveness or improves the employee's work related job skills.

IV. Prohibited use of City Resources

City resources may not be used for any of the following:

1. Conducting an outside business
2. Supporting, promoting, or soliciting for an outside organization or group unless otherwise provided by law, permit or agreement with the City (e.g., City co-sponsored events)
3. Political campaigning
4. Commercial purposes such as advertising or selling unless otherwise provided by law, permit or agreement with the City (e.g., Verizon Civic Center events)
5. Illegal activities

Personal use of field equipment (e.g., power tools, landscape maintenance equipment, snow removal equipment, etc.) is specifically prohibited.

V. Policy Exceptions

Limited personal use of City equipment may be permissible, if the following conditions are met:

1. Advance supervisory approval
2. the accumulated cost to the City is *de minimis*
3. the use does not interfere with the employee's official duties
4. The use does not violate any laws, ordinances or City regulations

Examples of permitted limited personal use include the following:

1. Limited use of computer outside of work hours
2. Use of a cell phone when the minutes in the plan are not exceeded.
3. Use of a fax machine when the call is local and the accumulated printing cost is *de minimis* or reimbursed to the City
4. Use of internet for personal e-mail or browsing during approved work breaks and outside of work hours when the e-mail content and internet sites visited do not violate City policy
5. Use of a PDA or similar device for personal appointments, addresses, etc.
6. Use of a telephone (to make doctor's appointments etc.) for local calls or when toll calls are reimbursed

Approval for the usage shall be granted through the normal departmental and supervisory process. If the cost to the City does not meet the *de minimis* criteria, the actual cost shall be paid by the employee. Reimbursement to the City shall be made by cash or personal check made payable to City of Manchester and deposited with the City Treasurer.

VI. Conflict of Interest

The following examples of City resources and identity may not be used by an employee to support or represent the employee's outside activities including businesses, hobbies, and political activities:

1. City telephone numbers, and office e-mail or web addresses
2. City affiliations and titles may not be used in advertising
3. City stationary, office supplies and/or equipment such as photocopiers
4. City computing resources and laboratory equipment

VII. Reporting Misuse of City Resources

City employees are encouraged to report instances of improper governmental activities by City officers or employees. Any employee who has reason to believe that there may have been an instance of fraud, improper action, personal use of City resources or other financial irregularity the action shall be reported to supervisory personnel one level above the suspected wrongful act as well as the Department Director and Mayors Office as soon as possible. The Mayor shall notify the City Auditor of all such instances reported. The City Auditor will then investigate as deemed necessary. A report of illegal activity shall also be reported by the Mayor to the appropriate law enforcement agency.

Fraudulent or inappropriate activity may also be reported anonymously to the City Auditor by phone (624-6523).

An employee who reports a suspected fraud or illegality or assists in the investigation may be protected from retaliation in accordance with the City's Whistleblowers Policy. The policy does not protect an employee from disciplinary action for his/her own involvement if they are found to be in violation of the policy.

VIII. Penalties and Enforcement

Employees who violate published City policies regarding the personal use of City facilities and equipment, or policies regarding outside work and conflict of interest are subject to appropriate disciplinary or corrective action, up to and including termination.

SECTION 4 GENERAL BUSINESS EXPENSES

MEALS AND REFRESHMENTS

I. Purpose

This policy provides general guidance for the use of City funds to purchase meals or refreshments for meetings, employee training, employee recognition meetings and/or other gatherings that provide a public benefit. Nothing contained herein shall prohibit the Mayor or his designee from modifying or approving exceptions to this policy to meet the needs of a unique situation; provided however, that no such modification will result in a detriment to the City

II. Scope

Meals or refreshments shall include food products purchased at a restaurant, catered at a City facility or at another location, or directly purchased and prepared by City employees for a meeting or function.

III. Policy

The purchase of meals or refreshments is appropriate only if it can be demonstrated to provide a public benefit. Meals and refreshments are not provided as a perquisite to City employees, board members, commission members or employees.

IV. Conditions

Meals and refreshments should only be purchased with City funds where a public benefit can be demonstrated. The following is a list of examples where providing meals or refreshments would be appropriate. This list is not inclusive and is intended only to provide examples.

1. Board, commission or other business meetings that extend through a normal meal period.
2. Light refreshments at meetings of volunteer boards, commissions or groups that directly benefit the City. Light refreshments purchased shall not exceed a cost of \$2.00 per person. The \$2.00 per person will be based on the estimated number of people that can be reasonably expected to attend.
3. Reasonable and customary meal expenses relating to volunteer efforts on the City's behalf providing that the event and related expenditure are preauthorized by the originating Department Director.

The Human Resources Department (HRD) is the agency responsible for coordinating and promoting all training, and employee recognition and rewards programs in the City. HRD is responsible for authorizing expenditures of these programs. The following are examples of non-allowable expenditures. Exceptions to these non-allowable expenditures may be obtained if pre-approved by the Office of the Mayor or if a part of a budgeted program such as HRD employee recognition and rewards program

1. Refreshments served at meetings lasting less than 2 ½ hours.
2. Expenditures that benefit an individual such as a birthday, birth of a child, retirement or death in the family.
3. Refreshments served at departmental staff meetings.
4. Miscellaneous expenditures for items such as awards, flowers, greeting cards, gift certificates, tickets to events, decorations, kitchen supplies and personal items unless part of a budgeted HRD program.

The Finance Department is responsible for auditing miscellaneous expenditures prior to payment for compliance with this policy.

For any expenditure rejected by the Finance Department for non-compliance with this policy that is disputed by a department, a memo of disputed charges shall be sent to the Office of the Mayor by the department seeking payment.

V. Citywide Employee Training

HRD is primarily responsible for coordinating citywide training and development meetings, seminars and workshops. HRD shall be responsible for authorizing allowable expenditures as outlined in this policy.

- Provision shall be made for employees to have a lunch break when attending all day training sessions.
- It is the employees' responsibility to provide their own lunch.
- If it has been determined that it is beneficial to the City to have lunch provided, such as having a speaker during the lunch hour or a working session during lunch, it shall be considered an allowable expense providing that the event and related expenditure are preauthorized by the Office of the Mayor.
- The Director of Human Resources shall follow proper business practices and any appropriate procurement ordinances in selecting and retaining vendors for such events.
- The per meal expenditure, based on the number of expected participants, for such meetings shall not exceed \$5.00 for light refreshments or the City per diem meal rate if a meal is provided.

- HRD shall notify the Mayor on a monthly basis, via the training calendar and other written communication of employee events and training functions sponsored by HRD and City departments.

VI. Documentation

In order for miscellaneous expenditures to be processed in a timely and efficient manner the following documentation will be required:

- The original invoice or receipt.
- Explanation of the business purpose of the expenditure.
- The attendance records and agenda of the meeting.
- Calculation of the per person cost.
- If required, evidence that the expenditure was pre-authorized.

Department Directors shall be responsible for determining the appropriateness of purchases or reimbursement for meals and refreshments in accordance with this policy.

APPENDIX A
CURRENT TRAVEL AND CONFERENCE POLICY

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TRAVEL AND CONFERENCE POLICIES AND PROCEDURES

The purpose of the Travel and Conference Policies and Procedures is to standardize and present City travel and conference policies, regulations, and procedures in one document.

GENERAL POLICIES AND REGULATIONS

Travel must be necessary to conduct City business or further City Interests.

-Employees must utilize the Travel request form, hereinafter referred to as the Travel Form, when seeking approval for travel and when seeking reimbursement for travel expenses. The Travel Form shall be filed with the office time sheets.

-The Travel Form shall specify clearly the purpose(s) of the travel.

-The Travel Form must include complete and accurate cost estimates.

-Travel must be accomplished in the most effective and economical manner possible. All airline travel reservations should be made more than 30 days in advance as the rates are typically lower. In most circumstances, it is not necessary to use a travel agent. Various Internet web sites such as Expedia.com and Travelocity.com allow for convenient online query of all the airlines and available flights on a given day. If you do not have internet access, check with your department head or the Internal Auditor in the Finance Department for assistance. Once a flight is selected, it may be purchased online or you may call the airline directly.

-Travel and attendance at conference, seminars, and professional association and training meetings, including those sponsored by the City, must be authorized, in advance, by the department head.

-The City's policies provide for equal opportunity in all training and development programs, without regard to the individual's race, religion, color, national origin, age, sex, marital status, handicap, veteran status, or membership or non-membership in a bargaining unit.

-Department heads shall notify the Mayor in writing when they will be out of town on City business related travel. Arrangements to be reached in case of emergency should be included in the notification.

-Requests for travel reimbursement shall be submitted to the department head, and, if approved, to the Finance Officer for payment processing within 30 days of completion of travel.

-Request for travel reimbursement must be accompanied with copies of original receipts in date sequential order.

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TRAVEL AND CONFERENCE POLICIES AND PROCEDURES

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-It is strongly encouraged that no more than two employees from the same department shall travel to the same location (for overnight travel). However, Department heads should use their discretion.

PROCESS OVERVIEW

-Presented below is an overview of the City travel process. Travel authorization must be granted before the trip.

/ -The Travel Form is submitted by the employee (see form attached).

✓ -The employee's Department head must approve the Travel Form.

-Upon completion of travel, the employees shall complete the balance of the Travel Form and submit it to the Department head for approval. If funds are due the employee, the department shall prepare a Payment Voucher. Reimbursable expenses such as mileage, tolls and meals must reference the original Travel Form. All original receipts must accompany the Travel Form.

-Upon Department head approval, the Travel Form, voucher, receipts and supporting documentation are sent to the Internal Auditor for review and payment processing.

-The Finance Officer shall process the Travel Form and voucher for payment, if payment cannot be made due to - but not limited to - lack of documentation, computation errors or insufficient appropriation, the Travel Form and voucher shall be returned to the Department head for follow up with the employee.

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TRAVEL POLICIES AND REGULATIONS

This section describes the detailed City travel policies and regulations including:

- Types of eligible travel
- Eligible costs
- Ineligible costs

I. TYPES OF ELIGIBLE TRAVEL

All travel and conference attendance must be to conduct official City business. Presented below is a list of eligible events.

- A. General City Business Meetings - meetings with individuals or appearances before courts, official bodies, and agencies for negotiation, discussion, review, coordination, inspection, investigation, or because of legal necessity.
- B. Professional Convention, Conference, Seminar - a meeting of a professional organization, or division thereof, that is open to attendance by all members and other interested parties and at which subjects of general interest are discussed. The convention conference or seminar shall pertain to the department's mission to be eligible.
- C. Site Visit - Travel to a particular site to personally observe operational or managerial activities.
- D. Special Mission - Travel to a particular location to carry out a City responsibility (e.g., extradition of a prisoner to the City).
- E. Training Session - Attendance at an institute, seminar, symposium, or lecture series where a specific course of instruction is provided, or opinions are gathered on a subject, and at which the parties formally participate in the discussion or training course.

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TRAVEL AND CONFERENCE POLICIES AND PROCEDURES

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II. ELIGIBLE COSTS

Eligible costs are those expenses necessary to transact official City business. An employee traveling on City business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

A. MODE OF TRAVEL

Public transportation shall be used where practical. If an indirect route is taken for personal reasons, any additional costs incurred as a result of that route will not be reimbursed.

1. Common Carrier - Round trip common carrier fare (air, train, bus, etc.) is eligible for reimbursement provided it is coach class. If an employee requires assistance in attempting to obtain the best possible fare, they should contact the Internal Auditor in the Finance department. First-class air travel is prohibited, except for emergency conditions as determined by the Department Head. Attach original ticket stubs and receipts when requesting a cash reimbursement.
2. Ground Transportation - Whenever possible, ground transportation (airport bus or public shuttle) shall be used to/from the airport. Taxis may be used only when: a) public ground transportation is not available; b) the cost for a taxi is cheaper when several City employees travel together to the same location; c) round trip taxi fare from the employee's home or office is cheaper than the mileage plus parking expenses.
3. Personal Vehicle - Transportation via the employee's personal vehicle for official City business is eligible provided the Department head has approved this arrangement before travel. Employees shall be reimbursed at the standard business mileage rate as set by the IRS, the rate is all inclusive to cover all auto expenses (for calendar year 2007 the rate is \$.485 per mile). Reimbursement for travel to points outside the State via personal vehicle shall not exceed the cost of standard air or rail travel, whichever is least expensive. When two or more employees travel on City business to the same location, employees shall make a reasonable effort to share expenses and commute together. Employees are cautioned that in the event of an accident, the employee's personal auto insurance carrier and the employee (in the event of negligence and/or fault) will bear primary liability.
4. Pool Car - If available, City employees may be assigned a City vehicle for use. The employee must have a valid New Hampshire driver's license. Only City employees and persons on official City business are permitted as passengers. Operators of City owned vehicles are personally responsible for vehicles assigned to or operated by them. If damage results from negligence, misuse or abuse, the operator may be charged for such damage, and appropriate disciplinary action also may be taken.

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TRAVEL AND CONFERENCE POLICIES AND PROCEDURES

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5. Rental Car - When a rental car is required, the employee will secure collision/comprehensive insurance coverage through the rental company agreement and that expense will become part of the overall rental fee and be processed as all other travel fees are processed.

B. LODGING

-The City will reimburse employees for actual costs, up to a maximum of \$140/night, for lodging and related room taxes only. The only exception to the \$140/night limit will be for employees at conference/seminars who are staying in the hotel where the conference/seminar is being held. When making reservations, employees should request the government room rate as most national chains offer discounted rates to government employees. All other room charges are ineligible. Lodging should be shared with other employees at the discretion of the department head. If lodging is shared with other City employees, that fact shall be stated on an attachment of the Travel Form, and reimbursement shall be limited to the traveler's proportionate share of lodging costs.

-Lodging reimbursement is only eligible when the place of destination is outside a 65-mile radius of the City.

C. MEALS

-When the City requires an employee to travel overnight, the City shall reimburse employees for the actual cost of meals, tips, tax and gratuities up to \$50 per day. Any amounts in excess of \$50 on any individual day will not be reimbursed by the City. No carryover of the daily allowance is permitted (i.e. spending \$40 on one day does not allow an employee to spend \$60 the next). Employees are prohibited from submitting more than 3 meal receipts per day. Incidental expenses incurred during the day for non-meal expenses such as a soda, coffee, or snacks will not be considered as part of the three meal receipts for the day but such expenditures will be included in determining the employee's per day total and any amount in excess of \$50 will not be reimbursed.

For days that the employee is traveling to or from an overnight destination, such employee is entitled to a \$40 allowance on departure days and a \$25 allowance on return days.

In situations where an employee is residing in accommodations that allow the purchase/preparation of groceries (i.e. a Residence Inn, condominium, studio apartment), employees are encouraged to do so to minimize costs. In such circumstances, the allowable amount of grocery purchases shall be limited so as not to exceed the combined \$50 per day limit. In instances where an employee has purchased groceries, they are not prevented from dining out. They are however, limited to the following amount per meal.

- Breakfast - \$10
- Lunch - \$15
- Dinner - \$25

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TRAVEL AND CONFERENCE POLICIES AND PROCEDURES

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These limits apply only to employees that have purchased groceries and wish to dine out occasionally. Employees are cautioned however, not to exceed the \$50 limit. When any meal receipt when combined with the daily average cost of groceries exceeds \$50, the amount in excess will be denied. The period used to determine the average daily amount of groceries will be the length of the trip. Therefore, if \$210 in groceries are purchased for a 14 day stay, the average daily cost attributable to groceries will be \$15.

Groceries do not include any non-food items and all of the ineligible costs listed on page 8 still apply. Daily groceries will be reimbursed provided the average cost of groceries plus any meals purchased at restaurants do not exceed \$50 per day. A dated register receipt must accompany all grocery expenditures. See the examples following:

Example 1

Employee X is traveling to a two-week training course in Texas. X will be staying in an efficiency style apartment during the two weeks. X arrives on Sunday afternoon and decides to go grocery shopping. X spends \$140 at the grocery store on various food items. On Wednesday of the first week, X decides to dine out for dinner. His check for dinner is \$28 including tip. In this example, since X has exceeded the allowable amount for a dinner purchase when also purchasing groceries, \$3 of his dinner receipt would be denied ($\$28 - \$25 = \$3$). X has not, however exceeded his \$50 allowance for the day. His total expenses attributable to Wednesday are \$25 for dinner and \$10 for groceries ($\$140 / 14 \text{ days} = \10) for a combined total of \$35 for the day.

Using the same example above, if X had purchased lunch for \$10 and dinner for \$25, the full amount would be reimbursed since the individuals meals were within the respective limits and the \$50 per day limit was not exceeded ($\$25 + \$10 + \$10 \text{ groceries} = \45).

If X purchases groceries again during the trip, the daily cost attributable to groceries would be recalculated to determine the new daily average attributable to groceries. Thus, if an additional \$168 in groceries are purchased, the recomputed daily average would be $\$168 + \$140 = 308 / 14 \text{ days} = 22$. Using this amount in the same scenario described in the proceeding paragraph, X would be denied \$7 for exceeding the \$50 per day limit ($\$10 \text{ lunch} + \$25 \text{ dinner} + \$22 \text{ average daily cost of groceries} = \57 $\$57 - \$50 = \$7$).

Example 2

Employee Y is traveling to a 4 day seminar in Florida. Y is staying in the hotel where the seminar is being held. Y leaves on Sunday morning at 10:30. Upon arrival, Y has a late lunch costing \$14. Y then goes to dinner in the evening at a nice restaurant and incurs a total bill of \$28. Since Sunday is the departure day, Y is allowed \$40 in meal related expenses. Therefore, \$2 of Y's total expenses for Sunday would be denied ($\$28 + \$14 = \$42$, $\$42 - \$40 = \$2$).

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TRAVEL AND CONFERENCE POLICIES AND PROCEDURES

7

On Monday, Y gets a cup of coffee and bagel for breakfast costing \$3. Lunch is provided as part of the seminar so no additional cost is incurred. That evening Y goes to dinner with some new acquaintances. Everyone in the party gets a separate check. Y's bill comes to \$40 excluding a cocktail. Since the total receipts for the day do not exceed \$50, Y will be reimbursed for the entire amount of expenses or \$43.

On Thursday, Y's flight leaves at 6:00 p.m., immediately after the seminar. Y eats breakfast in the hotel at a total cost of \$12. Lunch is again provided at the seminar. Once at the airport, Y decides to have some dinner in the terminal. Y spends \$18 on his meal. Since it is a returning travel day, Y is allowed \$25 for meals. In this case, \$5 would be denied for exceeding the daily limit.

-No allowance will be made for meals included in a meeting registration fee(i.e., if lunch is included in the conference cost, an employee cannot seek an additional reimbursement for lunch, if he or she chooses to eat elsewhere).

-No allowance will be made for meals when travel does not include an overnight stay.

- Exception: (a) travel is conference or seminar related, (b) travel is preapproved by the Department head, (c) reimbursement is required by a collective bargaining agreement. Conference and seminar meal preapprovals shall be forwarded to the Finance Department before the conference or seminar and in no circumstances shall such meal receipt exceed \$15.

-Expenditures for business meals furnished under circumstances considered conducive to a business meeting are reimbursable if authorized in advance in writing by the Department head.

-When two or more City employees dine together and one person pays the entire bill, the payee shall attach a statement to his or her Travel Form identifying the City employees for whom the meals were paid and the amount allocated to each employee. Likewise, the other employees shall attach a statement to their Travel Form identifying the City employee who paid for the meal and the amount.

D. FEES

-Parking and tolls are eligible provided a parking facility or toll receipt is submitted with the Travel Form. No receipt is required for parking meter fees although extended parking at meters should be avoided when alternative, lower cost parking is available.

E. MISCELLANEOUS

-Telephone calls for both toll and local call related to City business are eligible for reimbursement. A list of each call including the date, purpose, person contacted and cost per call should be attached to the Travel Form.

-Employees traveling overnight are allowed one reimbursable phone call per day to their primary residence.

TRAVEL AND CONFERENCE POLICIES AND PROCEDURES

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-Gratuities for handling storage and checking of personal property items (e.g., baggage, etc.), taxis and meals are allowable provided they are reasonable and shall in no case exceed a 15% maximum of the cost. No receipt is required. ✓

-Other items not identified here, when necessary and incurred in connection with City business while travelling are allowable only when necessary, and the expense is approved by the Department head. A clear and full explanation of other costs shall be submitted with the Travel Form.

-If it is impracticable to furnish a receipt, the failure to do so must be fully explained in a signed statement attached to the Travel Form. Department head signature is also required. Inconvenience is not considered a legitimate excuse.

-Any Department head desiring an exception to the travel and conference policies and procedures shall make such a request through the Finance Officer for Committee on Accounts, Enrollment and Revenue Administration review.

III. INELIGIBLE COSTS

A list of ineligible costs is presented below. If you are unsure whether a cost will be eligible or ineligible, consult your Department head before the trip.

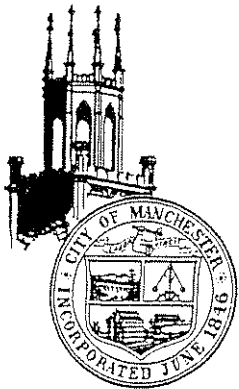
- A. Alcoholic beverages
- B. ✓ Entertainment and movies
- C. Fines for traffic violations
- D. ✓ In room movie charges
- E. ✓ Laundry and valet service
- F. ✓ Meals when conference registration fee or transportation charge includes a meal
- G. ✓ Meal for travel that does not include overnight stay (See exception Section II C)
- H. Personal charges appearing on hotel bill
- I. ✓ Personal expenses
- J. ✓ Personal telephone calls (Employees on overnight travel are allowed one phone call each day to their personal residence)
- K. Rental cars (unless approved before trip)

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APPENDIX B

CURRENT MISCELLANEOUS EXPENDITURE POLICY

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CITY OF MANCHESTER

OFFICE OF THE MAYOR

Robert A. Baines

Mayor

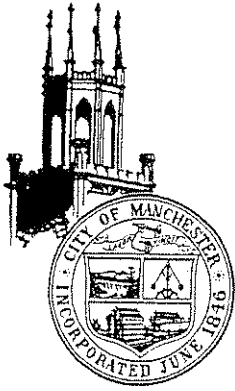
One City Hall Plaza
Manchester, NH 03101-1932
Phone: 603.624.6500 (V/TTY)
Fax: 603.624.6576

To: Department Heads
From: Robert A. Baines, Mayor
Subject: Miscellaneous Expenditures Policy (*new Section 4*)
Date: June 6, 2001

Attached please find the Miscellaneous Expenditures Policy written in conjunction with the Human Resources and Finance Department. This policy is being administered by the Finance Department and is in effect currently.

If you have any questions regarding this matter, feel free to contact Wayne Robinson or Kevin Clougherty. Your prompt attention to this matter is greatly appreciated.

R



CITY OF MANCHESTER

OFFICE OF THE MAYOR
Robert A. Baines
Mayor

MISCELLANEOUS EXPENDITURES POLICY

One City Hall Plaza

Manchester, NH 03101-1932

Phone: 603.624.6500 (VTTY)

Fax: 603.624.6576

General Provisions *(conditions section)*

- / The Human Resources Department (HRD) is the agency responsible for coordinating and promoting all training and employee recognition and rewards programs in the City.
- / HRD will be responsible for authorizing expenditures of these programs.
- / The Finance Department is responsible for auditing miscellaneous expenditures for compliance with this policy.
- / For any expenditure rejected by the Finance Department for non-compliance that is disputed by a department, a memo of disputed charges shall be sent to the Office of the Mayor by the department seeking payment.

Required Documentation *Section VI*

In order for miscellaneous expenditures to be processed in a timely and efficient manner the following documentation will be required:

- The original invoice or receipt.
- Explanation of the business purpose of the expenditure.
- The attendance records and agenda for expenditures related to a meeting.
- Calculation of per person cost.
- If required, evidence that the expenditure was pre-authorized (see allowable and non-allowable expenditures).

Allowable Expenditures *conditions section IV*

- / Light refreshments at meetings of volunteer boards, commissions or groups that directly benefit the City.
- / There shall be a defined expenditure for all light refreshments (e.g. coffee and juices) of not more than \$2.00 per person based on expected attendance.

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- Reasonable and customary meal expenses relating to volunteer efforts on the City's behalf providing that the event and related expenditures are preauthorized by the originating department head.

Non-Allowable expenditures *Section IV conditions*

- Expenditures for refreshments served at meetings lasting less than 2 ½ hours.
- Expenditures that benefit an individual such as a birthday, birth of a child, retirement, or death in the family.
- Expenditures for refreshments served at departmental staff meetings.
- Miscellaneous expenditures for such items as awards, flowers, greeting cards, gift certificates, tickets to events, decorations, kitchen supplies, and personal items unless pre-authorized by the originating department head. *change*

Citywide Employee Training *Section V.*

HRD is primarily responsible for coordinating citywide employee training and development meetings, seminars, and workshops. HRD shall be responsible for authorizing allowable expenditure as outlined in this policy.

- Provisions shall be made for employees to have a lunch break when attending all day training sessions.
- It is the employee's responsibility to provide his or her own lunch.
- If it has been determined that it is beneficial to the City to have lunch provided, such as having a speaker during the lunch hour or a working session during lunch, it shall be considered an allowable expense providing that the event and related expenditures are pre-authorized by the originating department head. *change*
- The Director of Human Resources shall follow proper business practices and any appropriate procurement ordinances in selecting and retaining vendors for such events.
- The per meal expenditure for such meetings shall not exceed \$ 5.00.
- HRD shall notify the Mayor on a monthly basis, via the training calendar and other written communication, of employee events and training functions sponsored by HRD and by city departments.

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APPENDIX C

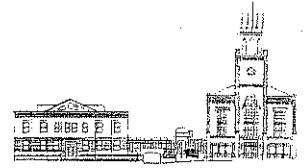
**CURRENT FLEET MANAGEMENT/MOTORIZED EQUIPMENT
POLICY**

R



CITY OF MANCHESTER

Office of the City Clerk



Leo R. Bernier
City Clerk

Carol A. Johnson
Deputy City Clerk


Paula L-Kang
Deputy Clerk
Administrative Services

Matthew Normand
Deputy Clerk
Licensing & Facilities

Patricia Piecuch
Deputy Clerk
Financial Administration

MEMORANDUM

To: All Department Heads

From: 
Leo R. Bernier
City Clerk

Date: August 5, 2004

Re: Fleet Management/Motorized Equipment Policy

Please be advised that in action taken at a meeting of the Board of Mayor and Aldermen held on August 3, 2004, it was voted to accept a report of the Committee on Accounts, Enrollment and Revenue Administration relative to the above-referenced.

Enclosed for your records is a copy of the report reflecting actions taken.

Enclosures

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To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Accounts, Enrollment and Revenue Administration respectfully advises, after due and careful consideration, that it has accepted a report from the Committee on Community Improvement recommending that a policy for Fleet Management/Motorized Equipment be approved, with the recommendation that it be adopted.

At a meeting of the Board of Mayor and Aldermen
held Aug. 3, 2004 on a motion of Ald. O'Neil
duly seconded by Ald. Roy the report
of the Committee was accepted and its recommendations
(adopted) ~~(denied)~~

L.R. Bernier
City Clerk

Respectfully submitted,

Carol H. Johnson
Clerk of Committee
Deputy

R

adoption

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that a policy for Fleet Management/Motorized Equipment, as enclosed herein, be approved.

Respectfully submitted,

Lu R. Bernier

Clerk of Committee

IN BOARD OF MAYOR & ALDERMEN

DATE: April 20, 2004

ON MOTION OF ALD. Thibault

SECONDED BY ALD. Smith

VOTED TO refer to Committee on Accounts, Enrollment and Revenue Admin.

[Signature]
CITY CLERK

R

To the Board of Mayor and Aldermen of the City of Manchester

Gentlemen:

The Committee on CIP respectfully recommends, after due and careful consideration, that:

Consistent with Chapter 30, Section 32.083 of the Code of Ordinances and former policies of the City, the following up-dated policies and procedures be adopted:

CITY OF MANCHESTER
POLICIES AND PROCEDURES
FLEET MANAGEMENT/MOTORIZED EQUIPMENT

1. **Fleet Management** shall be conducted under the supervision of the Community Improvement Committee.
2. **Procurement**
 - A. No vehicle (motorized equipment or trailer) shall be leased, donated or purchased without the approval of the Community Improvement Committee.
 - B. Scheduled Replacement/Annual Requests The Public Works Director shall maintain an equipment replacement schedule. Department Heads shall submit annual requests for motorized vehicular equipment to the Public Works Director on forms in a manner to be determined by the Public Works Director. Annual requests shall coincide with the annual budget process. The Public Works Director shall provide a summary of the annual requests to the Mayor for budgetary approvals.
 - C. Interim Requests for vehicles, emergency or otherwise, shall be made to the Community Improvement Committee in care of the City Clerk who shall forward a copy to the Public Works Director and present the request to the Community Improvement Committee.
 - D. Procurement Code Compliance: Following approval of vehicle/equipment purchase, the Department Head shall consult with the Public Works Director or his designee, who shall advise as may be required for compliance with the procurement code. The Public Works Director shall process encumbrances and payments as may be required in accordance with the Committee's direction. Enterprise departments shall process their own encumbrances and payments.

R

3. Operational control, disposition of vehicles/equipment, allocation of revenues.

Authority for assignment and utilization of a motor vehicle, shall be with the department for which it was originally purchased subject to meeting conditions of other policy requirements contained herein.

When a department determines for any reason that it no longer requires any motor vehicle, (motorized equipment or trailer), they shall immediately notify the Public Works Director for disposition or reassignment as determined to be appropriate. Whenever a department receives a replacement vehicle for any reason (inclusive of insurance/accident) they shall immediately notify the Public Works Director for disposition purposes of the replaced vehicle. If for any reason the department wishes to keep the vehicle being replaced, a request to the Community Improvement Committee is required. Enterprise Departments will be responsible for enterprise vehicle disposition.

Disposition of vehicles/equipment shall be conducted as is consistent with other ordinances and City policy.

Revenues received, as part of disposition shall be returned to the fund from which the vehicle was purchased.

- A. Vehicle Registration. No vehicle shall be registered without having been authorized by the C.I.P. Committee. Enterprise departments who have purchased approved vehicles shall provide purchase documentation to the Public Works Director prior to applying for registration. The City Clerk shall provide a copy of all registrations to the Public Works Director for inventory maintenance purposes.
- B. Vehicle Trade-In. The department shall provide the Public Works Director trade-in documentation for any vehicle traded in toward the purchase of an approved vehicle replacement.

4. Financial and General Records.

- A. The Public Works Director shall maintain a statement of all accounts for the C.I.P. Committee, reflecting current budgets, amounts encumbered, and actual expenditures. The City Clerk shall process all Certificates of Origin with the State of New Hampshire and shall hold all original titles and registrations, with copies to departments as needed.
- B. The Public Works Director will be responsible for issuing fixed asset tags for those vehicles purchased through the Motorized Equipment Replacement program. The Public Works Director will be responsible for entering those vehicles into the City's Continuing Property Records. Departments will be required to forward all necessary information regarding location, division, funding source and so forth. Enterprise departments shall process their own vehicles purchased through other funds.
- C. Transferring/Retiring: The Public Works department will be responsible for maintaining the Continuing Property Records Module for Vehicles and Equipment. Departments must notify the Public Works Director when vehicles are disposed of, retired or transferred. Enterprise departments shall maintain their own continuing property records.

5. Use and Storage of City Vehicles

The City must be assured that the storage and use of vehicles is above reproach. This policy will assure the City a means of reviewing and answering reports of alleged abuse.

A. Responsibility

1. Department Head

✓ It is the responsibility of each department head to arrange for adequate control and storage of City vehicles when such arrangements are to the advantage of the City, to investigate any alleged abuses brought to the attention of the department and take appropriate action to correct a situation if it exists.

2. Authorized Driver

City employees assigned a City vehicle are responsible for garaging or storing the vehicle at night in the City, monitoring its periodic maintenance requirements, keeping the vehicle in a presentable appearance, and bringing it to the office for use during the day at no additional cost to the City. To exercise discreet judgement in the use and operation of City property.

Personal
Use of
City Vehicles

R

3. Garaging/Storing of City vehicles outside City Limits
The Department Head may authorize the garaging or storage of City vehicles outside City limits when it is in the best interest of the City to do so.

- ✓ 4. Employees are responsible for detailing all personal use of City Vehicles to the Human Resources Department for reporting on the employees W-2 tax form.

B. Travel

- ✓ 1. Official Travel
Travel related to the execution of duties and functions of City employees such as inspections, fieldwork and transportation to meetings and working sites.
2. Limited Local Travel
Participation in approved civic programs.
In cases of emergency when no other transportation is available. No City employee should depend on any City vehicle exclusively for their private vehicular needs.

C. Vehicle Identification and Operators

1. City Seal
For Disclosure
All City vehicles will bear a permanent City seal on the side doors, with the exception of Welfare vehicles, Chief of Police and Detectives' vehicles, and enterprise Departments may display the enterprise seal in place of the City seal. Department names for recognition purposes should appear below the City seal.
- ✓ 2. Authorized Drivers
City employees having a valid New Hampshire motor vehicle operator's license. A copy of the operator's license shall be kept in the employee's personnel file.
- ✓ 3. Authorized Passengers
City employees or those who are engaged in conducting business with the City. The only exceptions to this definition are listed above under "Limited Local Travel" which is a combination of approved travel and personal. Care should be taken in carrying passengers since the City is only liable to the extent of its insurance coverage. On passenger claims exceeding the liability limits of the City policy, the negligent driver is held responsible.

D. Overnight Use

Permitted utilization

1. Department heads whose regular duties require frequent use of a vehicle overnight and whose responsibilities involve evening and weekend public appearances.

- ✓ 2. Employees whose responsibilities involve emergency services and who are regularly subject to call.
- 3. To provide safe and secure storage, within the City of Manchester, for the vehicles which cannot otherwise be provided as economically and conveniently.

E. Use

- 1. Proper Use – Execution of official business of the city. Attending local meetings and conferences related to City business. Out of town travel requires proper approval. Limited local travel which could not be construed as an abuse.
- 2. Improper Use – Strictly personal use such as vacations or family recreation activities in or out of town such as beach, racetrack, etc. Off duty weekend usage. By unauthorized drivers. Providing transportation to unauthorized passengers. Driving an improperly marked City vehicle. Violation of Federal, State or City laws.

F. Airport Provisions

- ✓ Because of the Airport's unique operational nature and federal oversight requiring certain Airport employees assigned radio-equipped vehicles to be on 24-hour call status, these employees are authorized limited personal use of these vehicles within a reasonable distance from Manchester Airport. Reasonable distance will be determined by the Airport Director based on Airport response-time requirements.

✓ 6. Exceptions

Exceptions to this policy may be made by the Mayor or The Community Improvement Committee when it is in the best interest of the City.

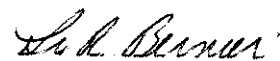
R

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Accounts, Enrollment and Revenue Administration respectfully advises, after due and careful consideration, that it has referred the enclosed communication from Alderman Lopez to the Finance Officer and City Solicitor for review and report.

(Unanimous vote with the exception of Aldermen Thibault and DeVries who were absent.)

Respectfully submitted,



Clerk of Committee





CITY OF MANCHESTER

Board of Aldermen



June 19, 2007

Committee on Accounts, Enrollment & Revenue Administration
One City Hall Plaza
Manchester, NH 03101

Re: Charter – Article VI Section 6.13 Biennial Budgeting

Chairman Pinard and Honorable Members:

Biennial Budgeting has been authorized by the State of New Hampshire and Section 6.13 of our City Charter states “consistent with this charter the biennial budgeting process and set by ordinance any procedures necessary in order to effectively carry out changes.”

I know it may seem early to some people but the budget that department heads will have to start working on, if we go to biennial budgeting, is around the corner. I believe that the Board of Aldermen will have to approve biennial budgeting as to what procedures are in place. Otherwise, the procedures for budgeting will be carried out under Article VI of the City Charter.

Before the Aldermen approve biennial budgeting, we all must know what we are getting into, it might be a great idea, or it might not. We surely need to have some conversation before it is too late. The conversation needs to include the Finance Officer and the City solicitor.

I would recommend that the Finance Officer, City Solicitor begin immediate review and working with the Committee on Accounts to review biennial budgeting so that we all know from the start what it means, what all the consequences will be when and if the Board decides to do a biennial budget, with a **report to the full Board of Mayor and Aldermen by December 1, 2007.**

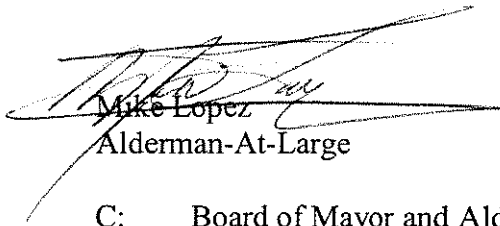
Let's not wait for the last minute to consider such an important step. Questions I think should be considered are:

- Do we want to follow Article VI of the City charter for biennial budgeting?
- What Changes can be made if the Board wanted to?
- Do we need a charter change to address any issues?
- What problems can we run into the second year of a biennial budget as the law is now or with any considered changes?

Committee on Accounts
June 19, 2007
Page 2

There are many questions that other aldermen will have on this issue. The most important thing at this stage is to have some discussion about biennial budgeting.

Sincerely,



Mike Lopez
Alderman-At-Large

C: Board of Mayor and Aldermen
Finance Officer
City Solicitor

S


To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Accounts, Enrollment and Revenue Administration respectfully advises, after due and careful consideration, that it has accepted the City's Monthly Financial Statements (unaudited) for the eleven months ended May 31, 2007 and is forwarding same to the Board for informational purposes.

(Note: available for viewing at the Office of the City Clerk and previously forwarded to the Mayor and Aldermen.)

(Unanimous vote with the exception of Aldermen Thibault and DeVries who were absent.)

Respectfully submitted,



Clerk of Committee





**City of Manchester
Department of Finance**

One City Hall Plaza
Manchester, New Hampshire 03101
Phone: (603) 624-6460
Fax: (603) 624-6549

June 12, 2007

Committee on Accounts, Enrollment and Revenue Administration
C/O Mr. Leo Bernier
Office of the City Clerk
One City Hall Plaza
Manchester, NH 03101

Dear Honorable Committee Members,

Attached for your review are the City of Manchester's monthly financial statements for the eleven months ended May 31, 2007. A summary of the statements follows:

Expenditures:

With one month remaining in the fiscal year, we would expect an average unobligated balance of 8.33% as a benchmark. All departments except Building Maintenance, Traffic and Elderly Services are above the benchmark.

Building Maintenance has fully encumbered the service contract for cleaning services through the end of June. Adjusting for this item the Building Maintenance unobligated balance would approximate 6% versus 1.38%.

Traffic is only slightly below the 8.33% benchmark at 6.81% and likely will close the year slightly over budget primarily due to higher than budgeted electricity costs.


Elderly Services will also close the year with a small deficit.

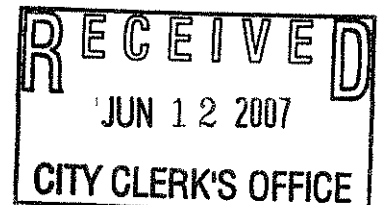
Overall, expenditures through May are tracking below budget and we expect a significant expenditure surplus for the year ended June 30 in the range of \$2 million to \$3 million. We will provide the committee with a final expenditure forecast at the June 19th meeting.

Revenues:

We will realize a revenue shortfall for fiscal year 2007 in excess of \$1 million primarily due to lower than budgeted parking revenues, lower than anticipated auto registrations and lower school charge backs. We will provide the Committee with a final revenue forecast at the June 19th meeting.

Respectfully submitted,


William E. Sanders
Finance Officer



To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Accounts, Enrollment and Revenue Administration respectfully advises, after due and careful consideration, that it has accepted the following Finance Department reports:

- a) department legend;
- b) open invoice report over 90 days by fund;
- c) open invoice report all invoices for interdepartmental billings only;
- d) open invoice report all invoices due from the School Department only;
- e) listing of invoices submitted to City Solicitor for legal determination; and
- f) accounts receivable summary.

and is forwarding same to the Board for informational purposes.

(Note: available for viewing at the Office of the City Clerk and previously forwarded to the Mayor and Aldermen.)

(Unanimous vote with the exception of Aldermen Thibault and DeVries who were absent.)

Respectfully submitted,



Clerk of Committee



To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Accounts, Enrollment and Revenue Administration respectfully recommends, after due and careful consideration, that the 3rd and 4th quarter FY2007 write off list for the accounts receivable module be approved.

(Unanimous vote with the exception of Aldermen Thibault and DeVries who were absent.)

Respectfully submitted,



Clerk of Committee





**City of Manchester
Department of Finance**

One City Hall Plaza
Manchester, New Hampshire 03101
(603) 624-6460
Fax: (603) 624-6549

June 11, 2007

Committee on Accounts, Enrollment and Revenue Administration
C/O Mr. Leo Bernier, City Clerk
One City Hall Plaza
Manchester NH 03101

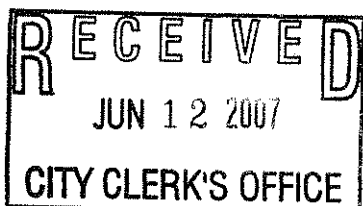
Dear Honorable Committee Members,

Attached is the 3rd and 4th quarter fiscal year 2007 write off list for the Accounts Receivable module. Most of these items have already been sent to collections and have been determined to be uncollectable. We request authorization to write these receivables off.

Please let me know if you have any questions or require further information.

Respectfully submitted,

Sharon Wickens
Financial Analyst II
Enc.



V

Department of Finance
Accounts Receivable
3rd & 4th Quarter FY07
Write Off Submission

Dept	Customer Name	Cust #	Invoice #	Invoice Date	Original Amount	Open Amount	Sent to CCS Collections	Acct Closed by CCS	CCS Reason Acct Closed	Explanation
health	Debbie M. Samalis	7994	9844980	6/30/2003	\$295.00	\$295.00	10/17/2006	1/5/2007	USA	Invalid phone number and address: responsible party could not be located
hwy	Matthew Scribner	10651	9878018	7/10/2006	\$288.50	\$288.50	10/17/2006	1/5/2007	USA	Invalid phone number and address: responsible party could not be located
hwy	Adrian Boudreau, Jr	10766	9880169	10/2/2006	\$33.50	\$5.70	1/23/2007	4/20/2007	SIF	Unable to collect remainder of collection fee
parks	James Cassidy	7671	9837278	10/4/2002	\$780.00	\$780.00	12/5/2006	3/30/2007	AEX	All efforts exhausted after full service recovery program.
						<u>\$1,369.20</u>				

AEX - All Efforts Exhausted

SIF - Settled in Full

USA - Unserviceable Address/Invalid Phone Number




To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Administration/Information Systems respectfully recommends, after due and careful consideration, that a request of the NH Fisher Cats to extend the entertainment curfew from 10 PM to 11 PM on Friday, August 17, 2007 for a concert at Merchantsauto.com Stadium be granted and approved under the supervision of Fire, Police and City Clerk's office.

(Unanimous vote).

Respectfully submitted,



Clerk of Committee
Neeraj

W



NEW HAMPSHIRE FISHER CATS
AA Affiliate of the Toronto Blue Jays

May 31, 2007

Committee on Administration
Chairman Daniel O'Neil
City of Manchester
One City Hall Plaza
Manchester NH 03101

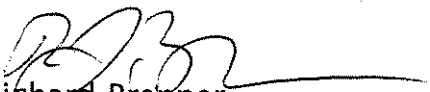
Dear Mr. O'Neil:

Currently, the only concert scheduled at Merchantsauto.com Stadium in 2007 is slated for Friday August 17, 2007. The bands scheduled to perform that night are The Counting Crows, LIVE, and Collective Soul, which are part of a summer concert tour that will travel to 23 minor league ballparks.

Please accept this letter as our written request to extend the curfew to 11 pm for the concert. With three bands on the bill for this Friday evening the extra time will be needed to hold the event.

Thank you for your time and consideration. If any additional information is required or if you have any questions my direct dial is 606-4185.

Sincerely yours,


Richard Brenner
President and General Manager

W

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Bills on Second Reading respectfully recommends, after due and careful consideration, that Ordinance:


“Amending Sections 33.024, 33.025, & 33.026 ((Assistant Airport Director (Finance & Administration) to Deputy Airport Director and Property & Contract Administrator to Property & Contract Coordinator)), of the Code of Ordinances of the City of Manchester.”

ought to pass as amended.

The Committee notes that it has amended the Ordinance to reflect a Grade 27 for the Deputy Airport Director position as recommended by the Human Resources Director.

(Aldermen Lopez, Gatsas, and Garrity in favor. Alderman Duval and Pinard opposed.)

Respectfully submitted,



Clerk of Committee



City of Manchester New Hampshire

In the year Two Thousand and Seven

AN ORDINANCE

"Amending Sections 33.024, 33.025, & 33.026 ((Assistant Airport Director (Finance & Administration) to Deputy Airport Director and Property & Contract Administrator to Property & Contract Coordinator)), of the Code of Ordinance of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.024 CLASSIFICATION OF POSITIONS be amended as follows:

Reclassify Assistant Airport Director (Finance & Administration) to Deputy Airport Director, Class Code 3131

Reclassify Property and Contract Administrator to Property and Contract Coordinator, Class Code 3126

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Reclassify Assistant Airport Director (Finance & Administration) to Deputy Airport Director, Class Code 3131, Grade 25 to Grade 27

Reclassify Property and Contract Administrator to Property and Contract Coordinator, Class Code 3126, Grade 20 to Grade 17

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows

Reclassify Assistant Airport Director (Finance & Administration) to Deputy Airport Director, Class Code 3131, Grade 25 to Grade 27, exempt

Reclassify Property and Contract Administrator to Property and Contract Coordinator, Class Code 3126, Grade 20 to Grade 17, non-exempt

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

X



Manchester-Boston
REGIONAL AIRPORT

Kevin A. Dillon, A.A.E.
Airport Director

One Airport Road
Suite 300
Manchester, NH
03103-3395

Tel: 603-624-6539
Fax: 603-666-4101

www.flymanchester.com

May 31, 2007

Honorable Board of Mayor and Aldermen
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Dear Honorable Board:

I applaud the efforts of the Human Resources Committee to establish a Deputy Airport Director position at Manchester · Boston Regional Airport. I strongly believe that this modification to the airport's organizational structure is warranted and will provide many benefits and efficiencies to the airport and the City of Manchester.

However, I am very concerned that this new senior-level, "second in command" position is being established at a pay grade 27, instead of a pay grade 29. Currently, all the Assistant Airport Directors earn a salary of \$96,610.11 (top of pay grade 25A with one longevity increase) and have been frozen at this level for the past several years. The attached pay grade chart illustrates my concerns for establishing the Deputy Director position at pay grade 27.

I hope there is broad consensus among the Board that a viable, knowledgeable and well-qualified candidate already exists among the current senior-level staff at the airport. As you can surmise from the attached chart, just a 10% promotion increase would mean the individual who accepts this new position will start at a salary level that already exceeds the top of the pay scale for pay grade 27. In my opinion, establishing a position that offers no opportunity for future financial growth will definitely hamper the recruitment of qualified candidates.

Please remember, this position is funded from airport revenue and not city tax dollars. It is vitally important that the airport be able to hire the most qualified individual for this important position, not merely the candidate who is willing to accept a job with significant salary growth constraints.

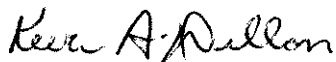
Precedent has already been set within the City of Manchester that a Deputy Director position can be established at a pay grade 29. I am confident that the role and responsibilities of the Deputy Airport Director will be very similar in nature, if not more demanding, than those of a Deputy Public Works Director which is at a pay grade 29. Therefore, I encourage the Honorable Board to reconsider the Human Resources Committee's recommendation that the Deputy Airport Director position be established at a pay grade 27.

X

Also, considering the Board's limited meeting schedule during the summer, I would respectfully suggest that the rules be suspended and the Deputy Airport Director position be created in an expeditious manner. I'm sure you can understand the numerous benefits associated with having a Deputy Airport Director in place to work closely with the Interim Director during this transition period. And as you know, Interim Director Mike Farren will be retiring before the new Airport Director arrives; so there will be a tremendous need for a fully functioning Deputy Director at the airport to ensure a seamless introductory phase for the new Director.

In closing, I would like to reiterate that I have an enormous amount of respect for all of you, and have very much enjoyed my relationship with the entire Board. Thank you all for your support, guidance and encouragement. I will miss our frequent interaction.

Sincerely,

A handwritten signature in cursive script that reads "Kevin A. Dillon".

Kevin A. Dillon, A.A.E.
Airport Director

A large handwritten 'X' mark, likely indicating the end of the document or a signature area.

CITY OF MANCHESTER, NEW HAMPSHIRE PAY SCHEDULE – (FY2007)

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13
GRADE 27	72,772.25	74,955.42	77,204.09	79,520.20	81,905.81	84,362.99	86,893.87	89,500.70	92,185.70	94,951.27	97,799.82	100,733.81	103,755.84
(6Y0) H	34.99	36.04	37.12	38.24	39.38	40.57	41.78	43.03	44.32	45.66	47.02	48.44	49.90
O	52.485	54.060	55.680	57.360	59.070	60.855	62.670	64.545	66.480	68.490	70.530	72.660	74.850
GRADE 27A													
Ex	75,319.28	77,578.85	79,906.23	82,303.41	84,772.51	87,315.68	89,935.15	92,633.21	95,412.22	98,274.57	101,222.80	104,259.49	107,387.28
(6YA) H	36.22	37.30	38.41	39.58	40.76	41.98	43.24	44.54	45.87	47.25	48.68	50.13	51.63
O	54.330	55.950	57.615	59.370	61.140	62.970	64.860	66.810	68.805	70.875	73.020	75.195	77.445
GRADE 28													
Ex	77,866.31	80,202.30	82,608.36	85,086.63	87,639.22	90,268.41	92,976.45	95,765.73	98,638.71	101,597.87	104,645.80	107,785.19	111,018.75
(6Z0) H	37.43	38.56	39.71	40.91	42.14	43.39	44.71	46.05	47.43	48.86	50.33	51.84	53.40
O	56.145	57.840	59.565	61.365	63.210	65.085	67.065	69.075	71.145	73.290	75.495	77.760	80.100
GRADE 28A													
Ex	80,591.63	83,009.37	85,499.65	88,064.66	90,706.59	93,427.79	96,230.63	99,117.54	102,091.07	105,153.80	108,308.40	111,557.68	114,904.40
(6ZA) H	38.74	39.92	41.12	42.34	43.62	44.92	46.27	47.66	49.08	50.55	52.07	53.63	55.24
O	58.110	59.880	61.680	63.510	65.430	67.380	69.405	71.490	73.620	75.825	78.105	80.445	82.860
GRADE 29	83,316.94	85,816.47	88,390.95	91,042.68	93,773.96	96,587.18	99,484.81	102,469.34	105,543.42	108,709.72	111,971.03	115,330.15	118,790.05
(600) H	40.07	41.27	42.51	43.79	45.10	46.45	47.85	49.29	50.77	52.29	53.86	55.47	57.13
O	60.105	61.905	63.765	65.685	67.650	69.675	71.775	73.935	76.155	78.435	80.790	83.205	85.695

The current salary of each Assistant Airport Director is \$96,610.11. If you consider just the 10% promotion increase required by City ordinance, the new Deputy Airport Director's starting salary would need to be at least \$106,271.12, an amount that exceeds the highest salary level available at a pay grade 27; thereby rendering this pay grade assignment inappropriate.



CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065
www.ManchesterNH.gov



June 1, 2007

Mayor Guinta and the Board of Aldermen
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Deputy Airport Director

Dear Mayor Guinta and the Honorable Board of Aldermen:

I note that former Director Dillon has sent you all a letter regarding the proposed new classification of Deputy Airport Director. In Mr. Dillon's letter, he proposes that you amend the report of the Human Resource and Insurance Committee to place the proposed Deputy position at a salary grade 29 rather than a 27. I have serious concerns regarding this request and would like to provide you with the following information.

- The City adopted a system for compensation to ensure that there is equal pay for equal work throughout the City. This system needs to be consistently applied in order to ensure that there is no favoritism and all positions are graded pursuant to the system that was adopted.
- When requests for new positions or changes in salary grades are submitted to my office, I make it my business to find out all of the facts to support any recommendations to the Board.
- All positions are compared to one another to ensure equity prior to making any recommendations to the Board.

Based upon the duties, responsibilities, and organizational structure of the Airport as well as other City Departments, the salary grade should be set at a twenty-seven (27) at this point and time. As you will note from the attached organizational chart, this proposed position does not have any line authority over the other Assistant Airport Directors. This is inconsistent with all of the other Deputy Director positions throughout the City. Further, Mr. Dillon has stated that this will be a position whereby most likely a current Assistant Airport Director will be promoted and thus given the opportunity to learn about all of the other Airport Divisions. This would appear to be consistent with the learning curve of the other Deputies over the years. Positions in other departments that are set at a salary grade 29, are required to be fully trained and knowledgeable. As a matter of fact there are at least six positions that are at a salary grade 29 that are Department Heads. For example the Fire Chief, Police Chief, Finance Director, Planning Director, Public Health Director, and Information Services Director.

X

Mr. Dillon is correct that the Deputy Public Works Director position is at a salary grade 29. However, you need to realize that this position does have line authority over all of the divisions within the Highway Department and the position requires that the incumbent possess a Professional Engineer's License. The proposed Deputy Airport Director position does not have line authority over the other Divisions and it does not require any professional certifications.

Three of the current Assistant Airport Director incumbents are at a salary of \$96,610. Pursuant to Ordinance, if promoted to a salary grade 27, they would be placed at a salary of \$106,868. One of the Assistant Airport Director incumbents is making \$93,343. Pursuant to Ordinance, if promoted to a salary grade 27, he would be placed at a salary of \$103,755. All of the incumbents would receive longevity steps just like all other employees who reach the maximum of their salary grades.

In closing I would like to remind you that our compensation plan does not take into consideration how a position is funded. Rather and most importantly, the basic premise is to ensure that all positions and the incumbents are compensated fairly and consistently with the compensation plan. Once an employer starts to make exceptions to a compensation plan, that creates a whole other list of problems and potential litigation.

I suggested to Mr. Dillon that he move forward with the Deputy position at a salary grade 27 and after an incumbent is selected, trained and given his/her duties and responsibilities, that a desk audit be performed to determine if the salary grade 27 is still appropriate. I would highly recommend that the Board of Aldermen support that plan.

I respectfully request you to approve the recommendation of the Human Resource and Insurance Committee and establish this position at this time at a salary grade 27.

Respectfully submitted,

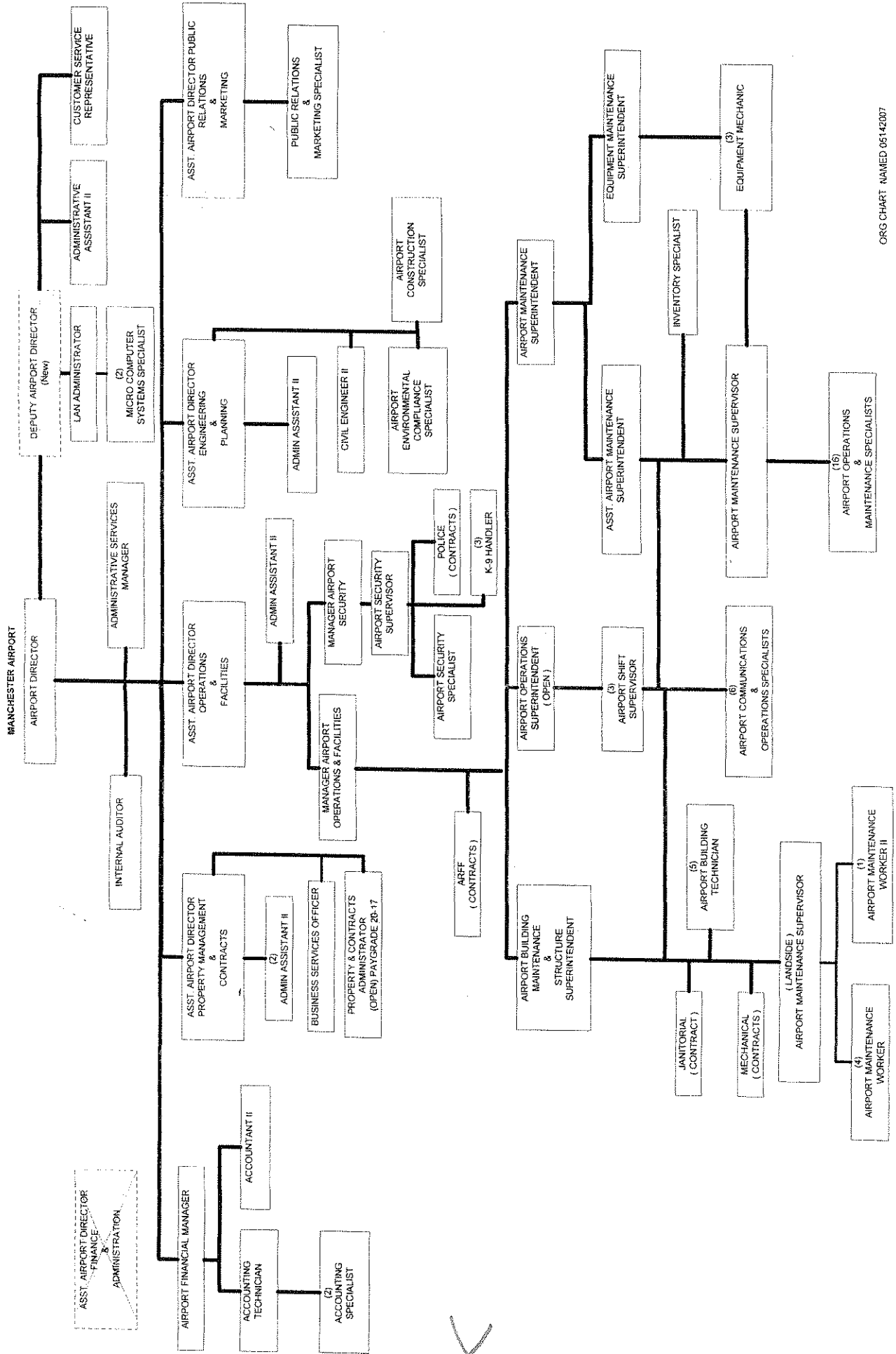


Virginia A. Lamberton
Human Resources Director

Attachment

Cc: Mike Farren, Acting Director







Manchester-Boston
REGIONAL AIRPORT

Kevin A. Dillon, A.A.E.
Airport Director

One Airport Road
Suite 300
Manchester, NH
03103-3395
Tel: 603-624-6539
Fax: 603-666-4101
www.flymanchester.com

June 5, 2007

Honorable Board of Mayor and Aldermen
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Dear Honorable Board:

It has come to my attention that questions have arisen regarding the role and responsibilities of the proposed Deputy Airport Director position at Manchester · Boston Regional Airport. I apologize for this late communication, but I feel strongly that additional information regarding the intended use of the Deputy Airport Director may provide better clarity to the Honorable Board on this important issue.

As Acting Airport Director and a retired Air Force officer, and with concurrence from former Airport Director Kevin Dillon, it is my intention to utilize the Deputy Airport Director as the "direct report" for all senior-level management within the City of Manchester Department of Aviation. Establishing, communicating and adhering to a specific chain of command will help eliminate confusion during this challenging time and ensure the continued successful operation of Manchester · Boston Regional Airport. I feel this modified organizational structure will also provide for a seamless transitional period when the next Airport Director is selected.

For your convenience, I have attached the airport's most recent organizational chart (proposed) to help visually illustrate my intended use of the Deputy Airport Director position. As you can see, the new structure better represents the role and responsibilities outlined and defined in the City of Manchester, NH class specification developed for the position.

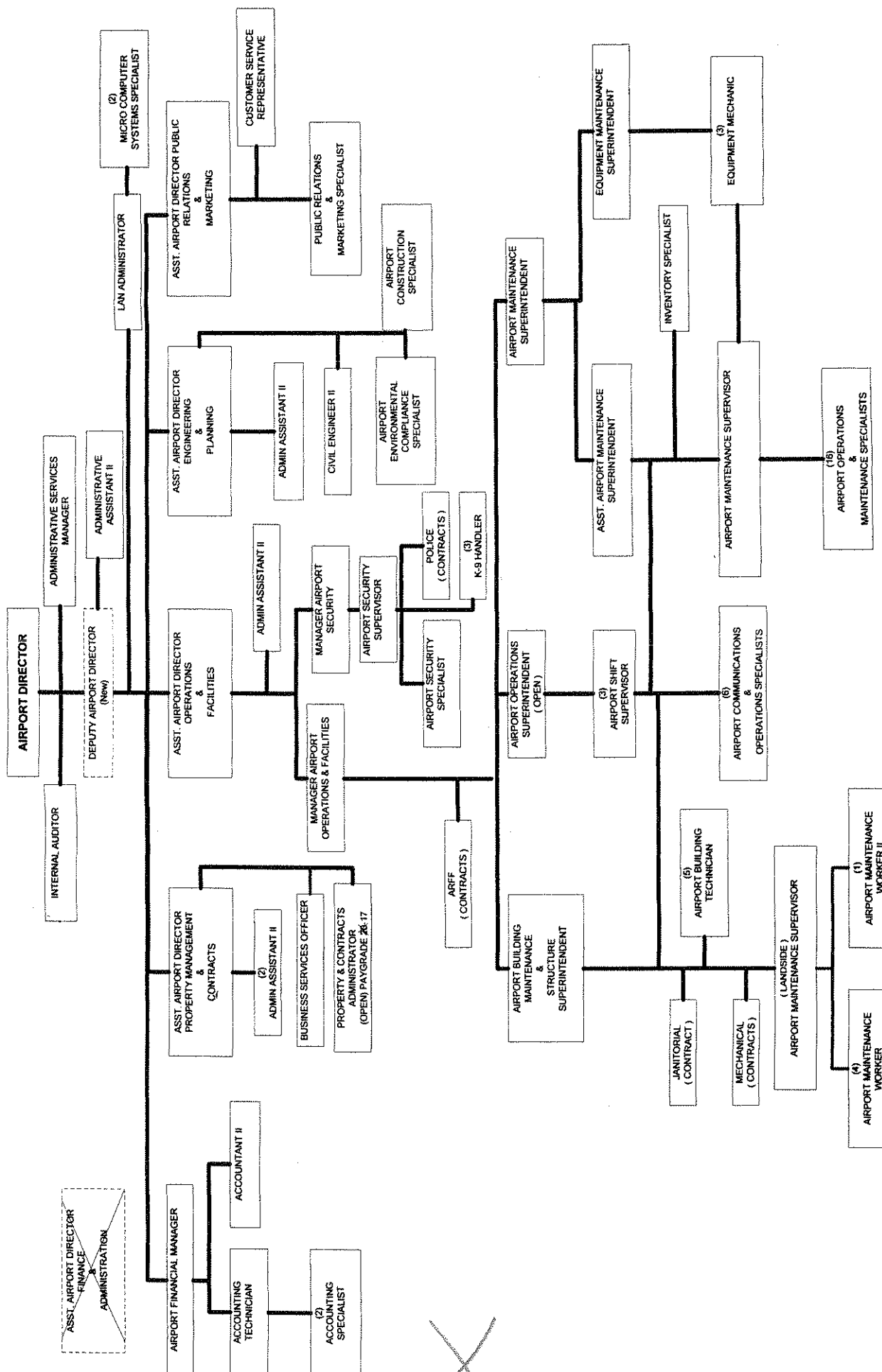
Future Airport Director's may elect to utilize the Deputy Airport Director and other senior staff in a different capacity. However, it has been my experience that the attached organizational chart is a frequently employed staffing structure.

I will be available at tonight's meeting if you would like to discuss this matter in more detail.

Sincerely,


Michael F. Farren
Acting Airport Director

X

MANCHESTER - BOSTON REGIONAL AIRPORT

To the Board of Mayor and Aldermen of the City of Manchester:

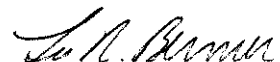
The Committee on Bills on Second Reading respectfully recommends, after due and careful consideration, that Ordinance:

“Amending Chapter 70: Motor Vehicles And Traffic of the Code of Ordinances of the City of Manchester by expanding the Residential Parking Permit Zone #1 in Section 70.55(D)(1) to include a portion of Elm Street.”

ought to pass.

(Aldermen Duval, Lopez, Garrity and Pinard in favor. Alderman Gatsas opposed.)

Respectfully submitted,



Clerk of Committee

Y

City of Manchester New Hampshire

In the year Two Thousand and Seven

AN ORDINANCE

"Amending Chapter 70: Motor Vehicles And Traffic of the Code of Ordinances of the City of Manchester by expanding the Residential Parking Permit Zone #1 in Section 70.55(D)(1) to include a portion of Elm Street."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

- I. Amend the Code of Ordinances by deleting language as stricken (----) and inserting new as bolded (**bold**). Sections of the following chapters that remain unchanged appear in regular type.

§ 70.55 RESIDENTIAL PERMIT PARKING.

(D) *Residential Parking Permit Zones.* The following areas are hereby designated as the Residential Parking Permit Zones:

(1) Residential Parking Permit Zone #1.

(a) Area consisting entirely of the Amoskeag Corporation Housing Historic District (as defined in the Manchester Zoning Ordinance) which is an area bounded generally by Mechanic Street on the north, Pleasant Street on the south, Franklin Street on the east, and Canal Street on the west, but not to include Franklin Street and Canal Street except for 287, 633, 635, 641, 643, 647, 649, 657, and 659 Canal Street. The north side of Mechanic Street and the south side of old Pleasant Street shall not be included in the program.

(b) Kidder, Hollis and Dow Streets.

(c) Bedford Street from Kidder Street southerly to Pleasant Street.

(d) West side of Elm Street from 1382 Elm Street to 1480 Elm Street.

Y

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully advises, after due and careful consideration, that it has received a presentation regarding a potential storm water utility for the City and has concurred with the Highway Department's intention to engage a low cost feasibility study of such a program with informational reports anticipated to be made to the Committee and Board at a future time in the December to March period.

(Unanimous vote)

Respectfully submitted,



Clerk of Committee



To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Public Safety, Health & Traffic respectfully recommends, after due and careful consideration, that the following regulations governing standing, stopping, and parking and operation of vehicles, be adopted pursuant to Chapter 70 of the Code of Ordinances of the City of Manchester and put into effect when duly advertised and the districts affected thereby duly posted as required by the provisions of that Chapter and Chapter 335 of the Sessions Laws of 1951.

Section 70.36 Stopping, Standing, or Parking Prohibited

No Parking Anytime Emergency Ordinance: On Foch Street, east side, from a point 320 feet north of Hanover Street to a point 30 feet northerly

No Parking – Live Parking Only During School Hours

On Hayward Street, north side, from Jewett Street to a point 160 feet east

On Jewett Street, east side, from Hayward Street to Merrill Street

On Merrill Street, south side, from Jewett Street to a point 160 feet east

Rescind No Parking Anytime:

On Lowell Street, north side, from a point 95 feet east of Maple Street to Malvern Street

On Mammoth Road, east side, from a point 1260 feet south of Bridge Street to a point 225 feet south (Ord. 3267)

On Mammoth Road, both sides, from Bridge Street to a point 790 feet south (Ord. 3266)

No Parking During School Hours:

On Merrill Street, south side, from a point 180 feet east of Jewett Street to Woodman Street

On Lowell Street, north side, from a point 95 feet east of Maple Street to Malvern Street

Rescind No Parking 7 am-3 pm Monday – Friday

On Jewett Street, east side, from Hayward Street to Merrill Street (Ord. number not assigned)

AA

Report of Cmte. on Public Safety

2

Rescind No Parking During School Hours:

On Merrill Street, south side, from Jewett Street to Woodman Street (Ord. 8033)

No Parking Anytime:

On Youville Street, west side, from Kelley Street to a point 165 feet north

On Mammoth Road, west side, from Bridge Street to a point 790 feet south

On Mammoth Road, east side, from Bridge Street to a point 1252 feet southerly

On Mammoth Road, east side, from a point 1435 feet south of Bridge Street to a point 108 feet southerly

No Parking – Loading Zone:

On Hall Street, west side, from a point 35 feet north of Silver Street to a point 25 feet north

Rescind No Parking Handicap Zone – Handicap Parking Only

On Merrill Street, south side, from a point 155 feet east of Jewett Street to a point 20 feet east (Ord. 8303)

Accessible Parking Spaces:

On Youville Street, west side, from a point 165 feet north of Kelley Street to a point 50 feet northerly (2 spaces)

On Youville Street, west side, from a point 310 feet north of Kelley Street to a point 50 feet north
(2 spaces)

On Merrill Street, south side, from a point 160 feet east of Jewett Street to a point 20 feet east

Parking for Motorcycles Only – May 1 – November 1:

On Mammoth Road, east side, from a point 1435 feet south of Bridge Street to a point 183 feet southerly

Rescind Stop Signs:

On Lacourse Street at Rhode Island Ave., NEC (Ord. number not yet assigned)

On New York Street at Rhode Island Ave. SWC (Ord. number not yet assigned)

Stop Signs:

On Rhode Island Ave. at Lacourse Street, SEC, NWC

On Rhode Island Ave. at New York Street, SEC, NWC

On Minot Street at Lake Shore Road, SWC

On Thomas Street at Kevin Street, SEC, NWC

AA

Report of Cmte. on Public Safety

3

4-Way Stop Signs (Enright Park):

On Lincoln Street at Laurel Street, SEC, NWC

On Merrimack Street at Lincoln Street, NEC

On Merrimack Street at Lincoln Street, SWC

Stop Signs – 3-Way (Harriman Park):

On Hall Street at Central Street, NWC

Stop signs (Emergency Ordinance – during construction only):

At the Rines Center rear driveway at Langdon Street, NEW, NWC

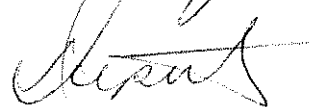
REPEALING PROVISIONS

That all rules and regulations now in effect in accordance with the provisions of an Ordinance “Chapter 70 Motor Vehicles and Traffic” as adopted august 6, 2002, with subsequent amendments thereto and inconsistent with the traffic rules and regulations herein adopted be repealed.

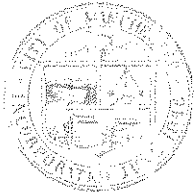
(Unanimous vote with the exception of Alderman O’Neil who was opposed to all Stop Signs.)

Respectfully submitted,


Clerk of Committee

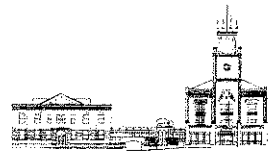


AA



CITY OF MANCHESTER

Office of the City Clerk



Leo R. Bernier
City Clerk

Carol A. Johnson
Deputy City Clerk

Paula L-Kang
Deputy Clerk
Administrative Services

Matthew Normand
Deputy Clerk
Licensing & Facilities

Patricia Piecuch
Deputy Clerk
Financial Administration

Memo To: Board of Mayor and Aldermen

From: Carol A. Johnson
Deputy City Clerk

Date: July 2, 2007

Re: Revolving Loan Fund

A review of actions by the Board of Mayor and Aldermen pertaining to appointments to the Revolving Loan Fund was recently completed by this office. Based on that review the current membership is as follows:

Joseph G. Fremeau (2nd term)
David B. Eaton (2nd term)
Robert A. Greenwood, Jr. (2nd term)
Lawrence Allard (1st term)
Peter R. Madden (2nd term)

However, the dates of expiration of terms were incorrectly submitted and acted upon. Actions of the Board in the years 2003 and 2005 indicate the intention for members to be appointed for three year terms, and re-appointed or succeed another member for a three year term, as noted above.

In order to rectify issues pertaining to the membership of this committee, and expiring terms, it is suggested the Board take the following action:

- That the Board of Mayor and Aldermen hereby reconstitute the membership of the Revolving Loan Committee by reaffirming current members appointed to the Committee as aforementioned with current terms to expire June 1, 2009, with 3 year rotation of term expiration on June 1 thereafter;
- That future members shall be nominated by the Mayor and confirmed by the Board of Mayor and Aldermen for three year terms to expire June 1, 2010 and succeeding 3 year terms thereafter;
- That the Board of Mayor and Aldermen affirm and order that the composition of said Committee shall be comprised as follows:
 1. No less than 5 nor more than 8 members nominated by the Mayor and confirmed by the Board of Mayor and Aldermen for three year terms;
 2. Two (2) members shall have commercial lending experience;
 3. One (1) member shall represent the legal profession; and
 4. Other members shall be drawn from legal, lending or other fields of expertise relating to business.



City of Manchester

Nominated 06/05/2007

Office of the Mayor
Hon. Frank C. Guinta

June 5, 2007

The Honorable Board of Aldermen
One City Hall Plaza
Manchester, NH 03101

Dear Members of the Board:

Pursuant to Section 3.14 (b) of the City Charter, please find below the following nomination:

- (1) Jeff Dobe to fill a vacancy on the Senior Services Commission, term to expire January 1, 2008.

This nomination will layover to the next meeting of the Board pursuant to Rule 20 of the Board of Mayor & Aldermen. Your consideration of Mr. Dobe is appreciated in advance.

Sincerely,

Frank C. Guinta
Mayor

7

Jeffory J. Dobe

684 Montgomery Street

Manchester, NH 03102

Phone: (603) 860-1448 Email: jeffory8@hotmail.com

CAREER OBJECTIVE: To obtain a position of Senior Buyer or Buyer.

PROFESSIONAL EXPERIENCE

Moore Wallace, Manchester, NH Senior Buyer

January, 1999 – Present

As the senior buyer, I maintain relationships with over of two hundred local, national, and international suppliers of goods and services. The top twenty suppliers I worked with in 2006 accounted for an annual spend of \$4,221,000.00. Through the discovery of new products and processes, combined with negotiations and vendor consolidation I have achieved a cost savings of \$429,000.00 over a four year period.

As Senior Buyer my ability to communicate effectively and professionally with all facets of the manufacturing environment and working closely with receiving, accounts payable, maintenance, corporate procurement, local and corporate management, I deliver quality products on time eliminating down time of equipment while driving down operating cost through the reduction of inventory and waste.

- Purchaser for a diverse manufacturing operation with 125 employees and \$30 million dollars in annual revenues.
- Negotiate contracts for goods and services.
- Isolate and initiate cost reductions
- Provide for inventory control utilizing MRP and just in time inventory systems.
- Coordinate all purchasing activities between the suppliers, administrative, warehousing and receiving divisions.
- Administer special projects and assist in the implementation of new systems and software.

Moore Wallace, Manchester, NH

June, 1998- January 1999

Sales Training and Support

As a Sales Training and support specialist, I was part of a small group of technical employees who supported, tested, and trained sales professionals how to use an internal pricing program called Labellink. As a trainer I traveled within the United States and Canada giving PowerPoint presentations and hands on instruction to sales professionals and sales support staff. When not traveling, I provided phone support to sales and conducted testing on future releases of Labellink reporting potential flaws to the programming personnel.

- Sales support
- Hands on sales training and PowerPoint presentations
- Technical testing and reporting
- Travel

Moore Wallace, Manchester, NH

April, 1995- June 1998

Cost Accounting Specialist

As the Cost Accounting Specialist I took ownership of a completely manual accounting system. Using Microsoft programs Excel and Access, I computerized all cost accounting functions by creating detailed spreadsheets and databases. My leadership in the upgrading of the Cost Accounting functions to a computerized system eliminated sixty hours of overtime previously needed at month end. The elimination of overtime through improved processes resulted in a \$16,000.00 cost savings and closure of financial statements two days prior to corporate deadlines.

7

- Assisted the Plant Controller in the creation of the plant operating budgets
- Performed cost accounting functions
- Prepared monthly, quarterly and annual cost reports for Corporate Headquarters.
- Provided for reconciliation of Minor Products and General Ledger

Moore Wallace, Manchester, NH

January, 1993 - April 1995

Production Statistics Clerk

As the Production Statistics Clerk (PSR) I performed data entry and manipulation of daily production statistics generating usable reports.

- Provide daily, monthly, quarterly and annual production reports for National Reporting.
- Effectively produce accurate daily reports by actively interacting with the plant personal, management and production facilities.
- Perform other duties as assigned.

**COMPUTER
SKILLS**

Proficient in the use of Windows, SAP, Pecos, Excel, Word, Access & others

EDUCATION

Hesser College, Manchester, NH

Associates Degree, Accounting

Southern New Hampshire University, Manchester, NH

Bachelor of Science, Business Studies with a concentration in administration.

Member Delta Mu Delta (The National Honor Society for business majors).

Southern New Hampshire University, Manchester, NH

Currently enrolled in Graduate program, Global MBA, International Business.

REFERENCES

Available Upon Request

City of Manchester New Hampshire

In the year Two Thousand and Seven

AN ORDINANCE

"Amending the Zoning Ordinance of the City of Manchester by extending the Neighborhood Business District (B-1) into an area currently zoned Residential Two Family District (R-2), including two lots, Tax Map 325, Lots 18 and 18A with addresses of 316 and 322 South Main Street and abutting Goffe Street. The intent being that the entirety of these two lots would be in the B-1 District."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION I. Amending the Zoning Ordinance of the City of Manchester by extending the Neighborhood Business District (B-1) into an area currently zoned Residential Two Family District (R-2), including two lots, Tax Map 325, Lots 18 and 18A with addresses of 316 and 322 South Main Street and abutting Goffe Street. The intent being that the entirety of these two lots would be in the B-1 District, and being more particularly bounded and described as follows:

Beginning at a point on the centerline of the intersection of South Main Street and Goffe Street extended, said point being on the zone boundary line of the B-1 (Neighborhood Business) zone district, the B-2 (General Business) zone district, and the R-2 (Residential Two Family) zone district, prior to this amendment;

Thence, easterly along the centerline of Goffe Street, also being the zone boundary line between the B-2 (General Business) zone district and the R-2 (Residential Two Family) zone district, prior to this amendment, approximately 125 ft. to a point;

Thence, southerly along the property line of Tax Map 325/18, 325/18A, TM 325/17C, TM 325/17A, and TM 325/19 for a distance of approximately 225 ft. to a point;

Thence, westerly along the property line of TM 325/18A, and TM 325/19 extended to the centerline of South Main Street, also being the zone boundary line of the B-1 (Neighborhood Business) zone district and the R-2 (Residential Two Family) zone district, prior to this amendment, approximately 125 ft. to a point;

Thence, northerly along the centerline of South Main Street, also being the zone boundary line between the B-1 (Neighborhood Business) zone district and the R-2 (Residential Two Family) zone district, prior to this amendment, approximately 225 ft. to a point, said point also being the point of beginning.

Said description to include TM 325/18, and TM 325/18A consisting of approximately 20,000 square feet of private land, to be rezoned from R-2 (Residential Two Family) to B-1 (Neighborhood Business) zone district, after this amendment.

SECTION II. Resolve this ordinance shall take effect upon passage.

13 + 23

City of Manchester New Hampshire

In the year Two Thousand and Seven

AN ORDINANCE

"Amending the Zoning Ordinance of the City of Manchester by extending the General Business District (B-2) into an area currently zoned Urban Multifamily District (R-3), being a portion of Tax Map 315, Lot 8 with an address of 116 South Main Street and abutting Walker Street. A majority of the property is currently zoned B-2 and the petition would extend the B-2 to include the entire lot."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION I. Amending the Zoning Ordinance of the City of Manchester by extending the General Business District (B-2) into an area currently zoned Urban Multifamily District (R-3), being a portion of Tax Map 315, Lot 8 with an address of 116 South Main Street and abutting Walker Street. A majority of the property is currently zoned B-2 and the petition would extend the B-2 to include the entire lot, and being more particularly bounded and described as follows:

Beginning at a point on the zone boundary line between the B-2 (General Business) zone district and the R-3 (Urban Multifamily) zone district, prior to this amendment, said point being approximately 136 ft. southerly of a point in the centerline of Walker Street also being the zone boundary line between the B-2 (General Business) zone district and the R-3 (Urban Multifamily) zone district ;

Thence, easterly along the property line of TM 315/8, TM 315/7, TM 315/6, and TM 315/5 for a distance of approximately 100 ft. to a point;

Thence, southerly along the property line of TM 315/8, 315/1, and TM 315/7A for a distance of approximately 84 ft. to a point;

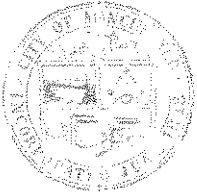
Thence, westerly along the property line of TM 315/8, and TM 315/7A for a distance of approximately 100 ft. to a point on the zone boundary line between the B-2 (General Business) zone district and the R-3 (Urban Multifamily) zone district, prior to this amendment;

Thence, northerly along the zone boundary line between the B-2 (General Business) zone district and the R-3 (Urban Multifamily) zone district, prior to this amendment, approximately 71 ft. to a point, said point also being the point of beginning.

Said description to include a portion of TM 315/8, consisting of approximately 8,000 square feet of private land, to be rezoned from R-3 (Urban Multifamily) to B-2 (General Business) zone district, after this amendment.

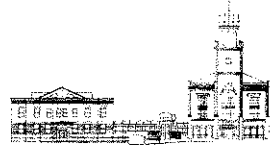
SECTION II. Resolve this ordinance shall take effect upon passage.

13-23



CITY OF MANCHESTER

Office of the City Clerk



Leo R. Bernier
City Clerk

Carol A. Johnson
Deputy City Clerk

Paula L-Kang
Deputy Clerk
Administrative Services

Matthew Normand
Deputy Clerk
Licensing & Facilities

Patricia Piecuch
Deputy Clerk
Financial Administration

June 12, 2007

The Honorable Board of Mayor
and Aldermen
One City Hall Plaza
Manchester, NH 03101

Dear Honorable Board Members:

RSA 659:4 requires that the Board of Mayor and Aldermen "determine the polling hours no later than 30 days prior" to the election.

I am requesting the Board set the polling hours for the Municipal Primary Election scheduled for Tuesday, September 18, 2007, from 6:00 AM until 7:00 PM.

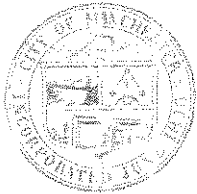
Your favorable consideration would be greatly appreciated.

Thank you.

Sincerely,

Leo R. Bernier
City Clerk

19



CITY OF MANCHESTER

Office of the City Clerk



Leo R. Bernier
City Clerk

Carol A. Johnson
Deputy City Clerk

Paula L-Kang
Deputy Clerk
Administrative Services

Matthew Normand
Deputy Clerk
Licensing & Facilities

Patricia Piecuch
Deputy Clerk
Financial Administration

June 20, 2007

The Honorable
Board of Mayor and Aldermen
One City Hall Plaza
Manchester, NH

Re: Warrant for failure to license dogs

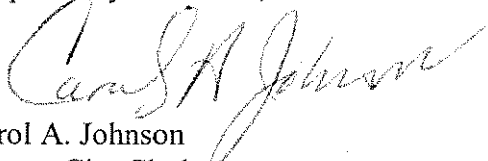
Honorable Members,

Pursuant to RSA 466:14 I am submitting the enclosed warrant to be issued to the Chief of Police for failure to license dogs. The warrant contains the listing of 1,226 owners or keepers of 1,486 dogs.

I would note that our first attempt by regular mail for civil forfeitures has resulted in the licensing of over 800 dogs in the last several weeks, many of which required an updated rabies vaccination. To date in 2007 this office has updated and/or registered well over 8,000 dogs.

As many of you are aware this office is not always contacted about the death or change in residency of a dog. For this reason I am again requesting that the City Clerk or his designee be authorized to remove names of dogs and owners from the warrant list as may be appropriate. As permitted by law, we also request to charge \$3.00 in addition to the civil forfeiture to reimburse the City toward the certified mailing costs.

Respectfully submitted,


Carol A. Johnson
Deputy City Clerk

20



Robert S. MacKenzie, AICP
Director

CITY OF MANCHESTER

Planning and Community Development

Planning
Community Improvement Program
Growth Management



Staff to:
Planning Board
Heritage Commission
Millyard Design Review Committee

June 21, 2007

Honorable Members of the Board of Mayor and Aldermen
City Hall
One City Hall Plaza
Manchester, New Hampshire 03101

re: Neighborhood Plan for the Rimmon Heights

Honorable Board Members:

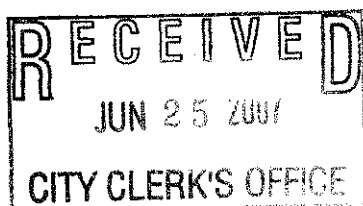
The final draft of a strategic plan for Rimmon Heights has been completed. We would like the Board of Mayor and Alderman to review and approve or concur with this strategy. As this is the first such neighborhood plan, there is no particular protocol for BMA action on a neighborhood strategy. If the Board would like, the matter could be referred to the Bills on Second Reading, which has the responsibility for reviewing planning and zoning matters, and we would be happy to make a presentation to them on the plan and the current status of implementation actions.

I have attached a copy for your review. If you have any questions, I will be available at your meeting.

Sincerely,

Robert S. MacKenzie, AICP
Director of Planning and Community Development

C: Meena Gyawali
David Preece



21
One City Hall Plaza, Manchester, New Hampshire 03101
Phone: (603) 624-6450 Fax: (603) 624-6529
E-mail: planning@ManchesterNH.gov
www.ManchesterNH.gov

Rimmon Heights Neighborhood Initiatives



Dear Friends:

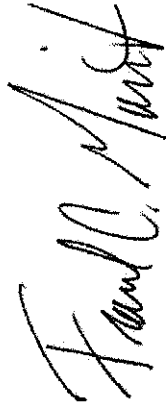
As Mayor of Manchester, it is a pleasure to lend my support to the revitalization of the Rimmon Heights District, a culturally and historically important neighborhood on Manchester's West Side.

Since assuming the Office of Mayor last year, I have continually stressed the importance of restoring our city's diverse neighborhoods in order to improve the quality of living for our citizens. Strong and healthy neighborhoods are the hallmark of a successful city, providing our residents with safe streets, quality housing and convenient amenities.

I am extremely proud that the city's first neighborhood revitalization project has been embraced by the residents and business owners of the Rimmon Heights District. In the coming months and years, we will witness the transformation of this neighborhood into the envy of the West Side, encouraging other neighborhoods and residents to step forward to take back their neighborhoods' in similar fashion.

I thank you for your efforts and want to encourage each of you to make the Rimmon Heights District the very best neighborhood that it can be. I look forward to seeing the fruits of your collective labor.

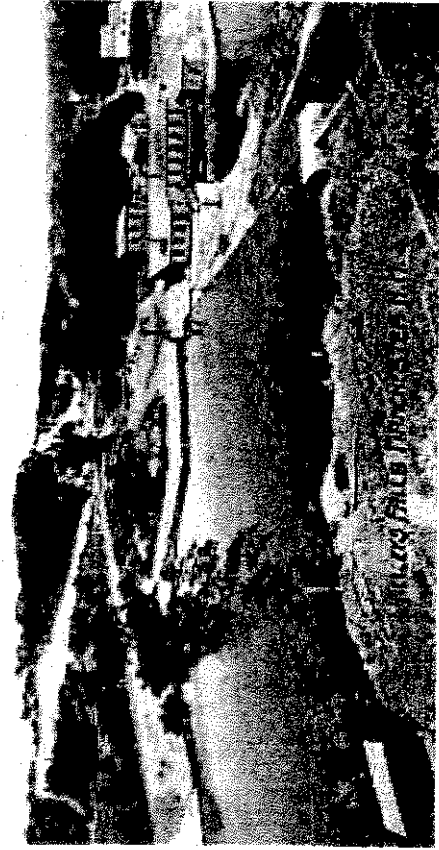
Sincerely,



Frank C. Guinta
Mayor

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Goals Objective and Action Steps	
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Parks, Recreation and Green	22
Business Assistance	24
Neighborhood Identity and Design	26
Security	29



Prepared by:
Manchester Planning and Community Development
Department. June, 2007

In partnership with:
Manchester Parks, Recreation & Cemetery
Manchester Public Works Department
Paul Mansback
Southern New Hampshire Planning Commission
The Citizens of Rimonon Heights

RIMMON HEIGHTS NEIGHBORHOOD INITIATIVES



Introduction

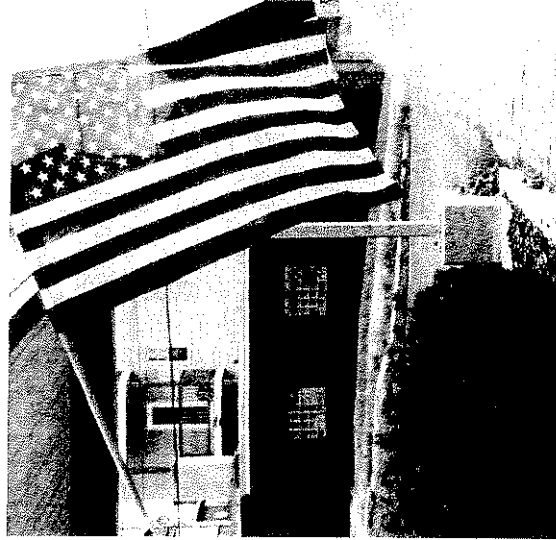
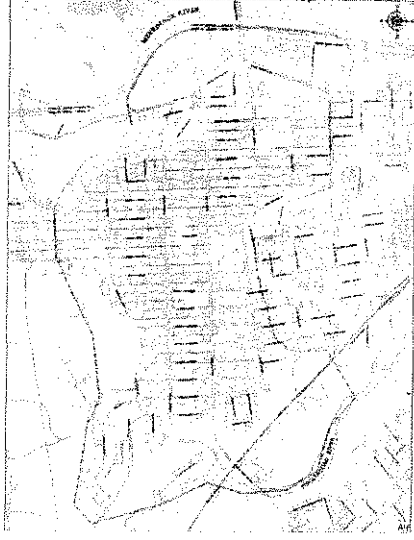
A city's downtown is often the first impression a visitor has when entering a new city. As such, Manchester has worked hard to create a vibrant first-class downtown. This effort has been necessary to insure that Manchester survives as a competitive city. In order to make Manchester a truly great city, however, we must insure that our neighborhoods are vibrant, livable areas since these are the portions of the city where most of the residents spend their time living, playing, shopping and going to school.

Defining Rimmon Heights

The first neighborhood to be reviewed for a comprehensive neighborhood strategy is the Rimmon Heights area in the vicinity of Kelley Street. Rimmon Heights developed as the mills along the river grew, creating demand for workers and the housing necessary to support the population growth.

Geographic Context

Rimmon Heights is located in the center of Manchester's west side. The neighborhood is bounded by the Merrimack River to the east, the Piscataquog River to the west, Rock Rimmon Park and Dexter Street to the north and Putnam Street to the south. This topography has created dramatic breaks in the landscape, developing natural boundaries for the neighborhood. Most of Rimmon Heights is located on a large plateau-like flatland above the flood plains of the Piscataquog and Merrimack rivers, but below the towering "Rock Rimmon." Because the majority of Rimmon Heights is largely flat, implementing the city's grid pattern was easier here than in most areas. The neighborhood is accessed from downtown by the Notre Dame Bridge (Bridge Street bridge), the Nazaire Biron Bridge (Kelley Falls bridge) from the west to access Pinardville and Goffstown and by a handful of connecting streets along its northern and southern borders.



There are several distinct development patterns and styles in Rimmon Heights. First, the neighborhood is served by two "Main Street" style arteries, Kelley and Amory streets. Both pedestrian friendly thoroughfares cater to the basic needs of residents in terms of retail, restaurants, shops and businesses. Next, the western and northern portion of the neighborhood is made up of single- and two-family homes while the eastern and southern portions are a mix of large apartment flats and multi-family homes. As a whole, these areas create a healthy mix of housing styles and lifestyles options for the neighborhood.

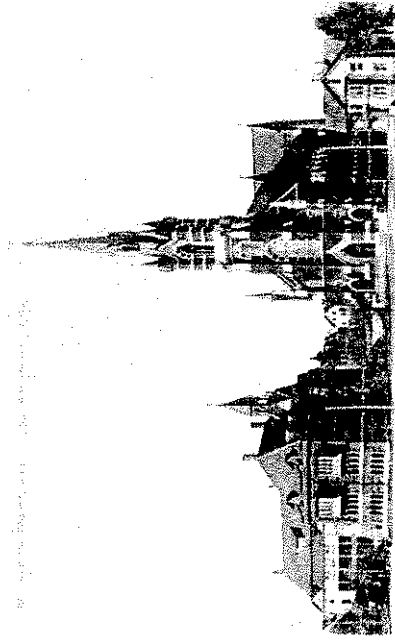


Historic Context

Manchester was settled by the Pennacook Indians, who called the area “Namoskeag” or “place of many fish.” The name Amoskeag is derived from that word. Due to the abundance of fish at the falls, the Pennacook found the area to be an ideal location for their seasonal fishing camps.

Europeans would also find it an attractive fishing spot and would eventually settle a village on the bluffs next to the falls that still bear the name Amoskeag today. A road, roughly the path of Main, Front, and McGregor streets on the west side, would also connect another emerging village, Piscataquog Village at the mouth of the Piscataquog River, a few miles south of Amoskeag Village.

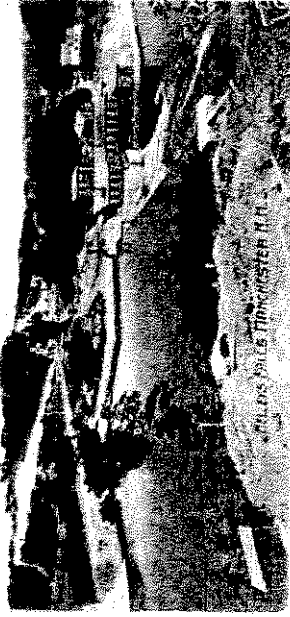
With the new village beginning to form on the east bank of the river and the transportation links to the outside world on the west bank, a crossing was inevitable. The nucleus of a third village was formed at what is now Bridge and McGregor streets. As early as 1792 a crossing has existed in the area of what is today Bridge Street forming the heart of McGregorville. Located between the two fast growing villages and at the crossing point of the river, McGregorville grew quickly. McGregorville, Piscataquog Village and Amoskeag Village were not originally part of Manchester, but because of their importance and interdependence with the city of Manchester they were annexed in 1853. With the organic pattern of growth in the villages up to this point, the city’s grid pattern was stamped on the newly added land above McGregorville, paving the way for Rimmon Heights. With the addition of street car service in 1877, growth was able to extend farther away from the mills than previously. Rimmon Heights was developed largely in tandem with the mass immigration of the Quebecois which is still reflected in part by the street names of today. As the textile industry started to wane in the early 20th Century, so did the living conditions, and by the mid twentieth century they were so bad the government stepped in to try and disperse some of the pressures applied to the old McGregorville section of the



neighborhood. With the swing of the wrecking ball, the area was taken apart and reassembled to its modern appearance. With the dramatic decrease in population of McGregorville, the Kelley's Falls housing on Kimball Street rose in its place.

Many of the neighborhood's street names are memorials of people who left their mark in some way on the neighborhood, city, or country. Cartier Street is named in honor of Jacques Cartier, the famous French explorer who discovered Canada in the early 1500's. Hevey Street was named in honor of Pierre Hevey who, with Alphonse Desjardins, founded St. Mary's bank in 1908. Lafayette Street as well as Lafayette Park on Notre Dame Avenue, was named in honor of the Revolutionary War hero Marquis de Lafayette.

Any history of Rimmon Heights would be incomplete without mentioning a few of the neighborhood's many historic sites. For example, the Merci Boxcar located on Reed Street was a gift from the French government after WWII. The boxcar, one of many, was originally filled with war relief and sent to France. After the war, it was sent back to the U.S., filled with gifts and art treasures, which are on display at the Franco-American Center in downtown. Another older site is the recreation building at the pool bordering Rock Rimmon Park which is a WPA building dating from 1939.



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Demographic

At almost 7800 people per square mile, Rimmon Heights is more than twice the density of the city as a whole. Despite this density the neighborhood has seen a 12.3% increase in population from 1990 to 2000, compared to the cities 7.4% increase. Most of this increase is a result of filling in vacant units as well as an increase in the size of households in the neighborhood. As the population continues to age and older residents are moving into assisted living or in with family, new units become available and are filled with larger sized families or households. As a result of this natural process, the neighborhood is getting "younger." Rimmon Heights has a higher percentage of 18-24 year olds than the cities average, as well as a lower percentage of people over the age of 65. Most of the higher density areas of east and southeast Rimmon Heights have a generally lower median age (around 30) than the west and northwest parts (around 35).

Income levels tend to follow similar patterns, the southeast has the lowest median income per year (around \$28,000) while the north and northwest (excluding the Kimball Street projects) have the highest (around \$50,000).

The east and southeast portion of Rimmon Heights is the most diversified with the population reflecting similar patterns of other parts of Manchester's more dense neighborhoods. The west/ northwest tend to be the least diversified and still retain their strong traditional French Canadian background. This is where Rimmon Heights emerges to the scene. In 1877 the street railway was extended to the area of McGregorville which pushed the developed area ever farther into the then wilderness. As development had crested the hill that Notre Dame Avenue now crests, the land was wide open and flat – ripe for development.

The section of road between Amoskeag and Piscataquog villages would be connected to the east bank of the Merrimack River in many places over time, but ultimately it would be the Notre Dame Bridges that would carry traffic across the river. The current span connects the section of West Manchester known as McGregorville, a neighborhood that developed initially as a result of its proximity to the mills across the river, but became a destination in its own right with the locating of mills on the west bank. With the intense growth of the textile mills, the local population would not be enough to operate the ever expanding mills and soon people from all over the world would come to work in the city. Rimmon Heights became home to a large population of French-Canadians which is still evident today.

RIMMON HEIGHTS NEIGHBORHOOD PROFILE

RIMMON HEIGHTS

MANCHESTER

	Number	Percentage of Citywide	
Total Population			
2000	5,835	5.45%	107,006
1990	5,192	5.21%	99,567
Percent Change 1990-2000	12.30%		7.40%
Land Area (Sq. Miles)	0.75	2.20%	33.1
Density, Persons per Square Mile			
2000	7,780		3,319
1990	6,922		3,107
Open Space, Percent of land area	17%		11%
Race and Ethnicity, 2000 Number and Percentages			
White	5,089 (87%)		98,178 (92%)
Black	93 (2%)		2,246 (2%)
Hispanic	153 (3%)		4,944 (5%)
Asian	80 (1%)		2,487 (2%)
Native American	17 (<1%)		326 (<1%)

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**Top Four Languages Spoken at Home, For those 18 and older,
2000 Number and percentages (Sorted by most prevalent within neighborhood)**

English	4,324 (74%)	64,449 (79%)
French and French Creole	1,131 (19%)	7,992 (10%)
Spanish and Spanish Creole	140 (2%)	3,064 (4%)
Vietnamese	73 (1%)	480 (<1%)

Age, 2000 Number and Percentages

Under 18	1,427 (25%)	25,358 (24%)
18-64	3,619 (62%)	67,819 (63%)
65+	726 (12%)	13,829 (13%)

RIMMON HEIGHTS

MANCHESTER

Number	Percentage of Citywide
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Median Household Income, 1999

\$36,108	89%	\$40,774
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Poverty, 1999, Number & Percentages

745 (13%)	15%	11,103 (11%)
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**Low/Moderate Income Persons,
1999, Number and Percentages**

3,217	52,038
55.1%	49.0%

**Low/Moderate Income Persons,
1999, Number and Percentages**

1,101 (43.9%)	23,702 (51.6%)
---------------	----------------

**Households & Tenure, 2000
Occupied Housing Units
Percentage Owner-Occupants**

2,505	44,247
31.2%	46.0%

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GOALS, OBJECTIVES AND ACTION STEPS

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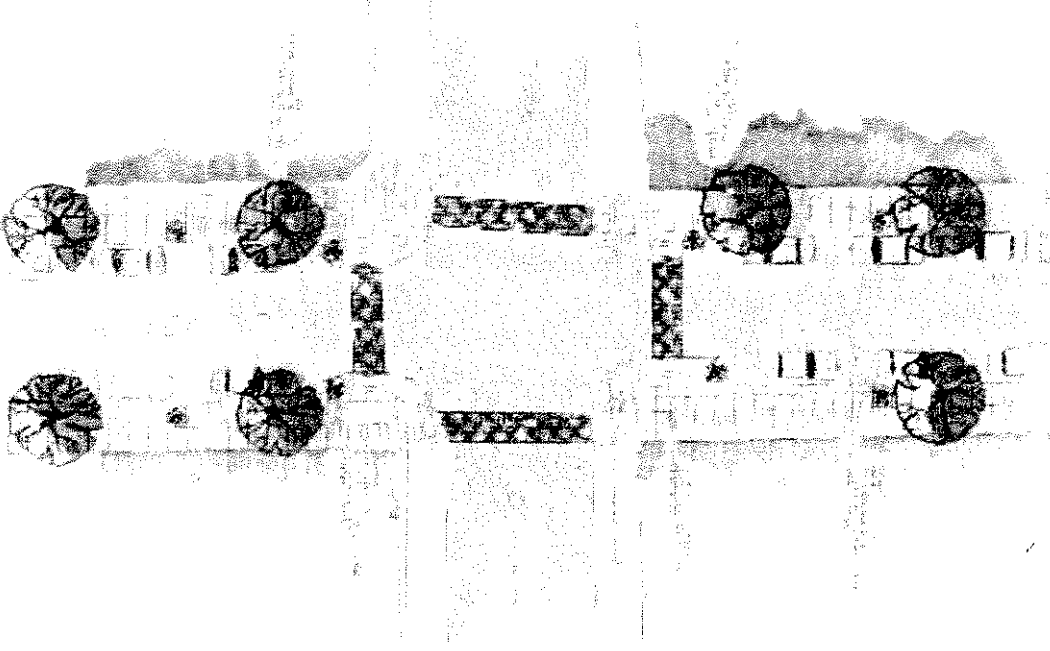
Infrastructure

Goal: Improve the quality and character of the public infrastructure including streets, sidewalks and streetscape.

Both the streetscape and transportation system in a neighborhood provide a statement about the area, allow efficient movement of people, and supports the local business owners.

Steps and Strategies

1. Transit. There is a need to improve bus service in the area. Currently the service is a one-way system. It runs through the neighborhood but does not return through the neighborhood. Two-way service would improve ridership and service.
2. Streetscape
 - Work towards upgrading the quality and extent of sidewalks.
 - Look at key interchanges where there seems to be traffic issues to see how we can reduce them, e.g. Bartlett and Amory.
 - Adopt set standards for sidewalk materials, green strips and curbing according to the type of uses in the area.
 - Keep the 50/50 sidewalk program along with identifying selected areas for building or rebuilding that would be paid 100% by the City.
 - Continue with the green streets program that the Parks and Recreation Department currently handles. Plant trees where needed. Encourage businesses and property owners to green their spaces. Use Bremer Street as a pilot program to expand street trees. Add additional 15 trees a year in this pilot area.
 - Creation of a streetscape plan that incorporates lights, arches, planters, trees for major roads.



Kelley Street Traffic Calming

- Landscape parking lots. Establish a cost sharing incentive program to make permanent site improvements to help buffer parking lots from pedestrian sidewalks. Install trees, hedges, and appropriate walls or fences for site improvements. An example would be the St. Jeans parking lot on Kelley Street.
- Reduction of regulatory Street signs within the right of way. Too many signs can reduce the effectiveness and make the area more unsightly.
- Have a long-term goal of reducing the number of overhead wires.

3. Traffic Issues. Promote safe pedestrian crossings and traffic calming of roadways in the area with high pedestrian and automobile traffic. Safety and traffic calming methods may include pedestrian crosswalks, improved street signage, and street throating. Implementation will start at the highest priority sites.

- Review Parking needs.
- Aesthetic enhancements – bollards, arches.

4. Connections. Improve pedestrian connections in the following areas:

- Amory Street Connection to Bartlett Street-
- Improve Pedestrian Connection from Kelley Street to Piscataquog River park
- Construct Sidewalks on Bremer East on Coolidge to McGregor
- Reconstruct Piscataquog river pedestrian bridge
- Create a connection from Congress Street to Douglas Field



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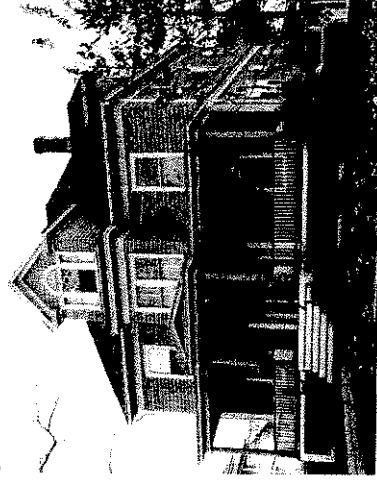
Housing

Goal: Make Rimmon Heights a supportive community for residents throughout their lives.

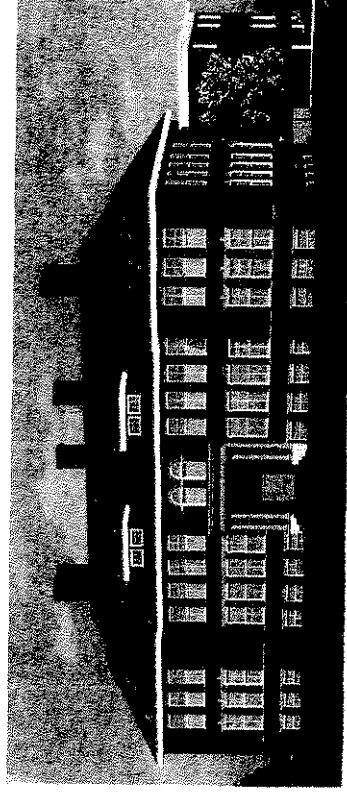
The neighborhood is already fairly built out in terms of housing with moderately high-density development that offers a variety of housing options. Many of the people are long term residents of the neighborhood. Generations have grown up in the area and although some leave, many return at a later time. There is both a sense of heritage and sense of community. Providing a full range of housing options is an important part of making a healthy and vibrant neighborhood. Single-family, two-family, apartments and even condominiums can play a role in allowing kids to grow up, young adults to find affordable housing, families to begin and seniors to retire.

Steps and Strategies

1. Promote owner occupied housing options. At approximately 70%, the neighborhood has a relatively high rate of renting households. Encouraging increased homeownership can promote neighborhood stability and options for young families who would like to move from an apartment to an owner unit. Neighbor Works of Greater Manchester can assist families in understanding how to purchase their first home. Additional financing for homeownership is also required.
2. As the State's population ages, additional housing and housing options for seniors will be required. Providing senior housing in the neighborhood for individuals who have spent much of their life in the area can maintain their support network and allow them to remain living in familiar place. The O'Malley high rise is a good neighborhood resource, but the renovation of the



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3. Improve housing conditions in the neighborhood by assisting homeowners to maintain and improve housing through a homeowner rehab loan fund available through the city and other sources.
 4. Brown School into senior housing will provide another option right in the heart of the area.
 5. Support the removal of lead paint hazards in the housing stock. Rimmon Heights, as with other areas of the City, has a relatively large percentage of units with lead paint due to the older nature of construction in the area. The City has recently been awarded a major HUD program to assist property owners in the mitigation of lead paint hazards.
 6. Promote the cleanup of neighborhoods through the cleanup of garbage and other neighborhood hazards, particularly in the alleys. The City's Neighborhood Enhancement Team can assist in correcting code violations. A neighborhood effort could also go a long way in improving the cleanliness of the area.
 7. Support mixed uses along major streets such as Kelley and Amory Streets. Neighborhood retail and services can make buying a home and living in the area more attractive and convenient.



Brown School

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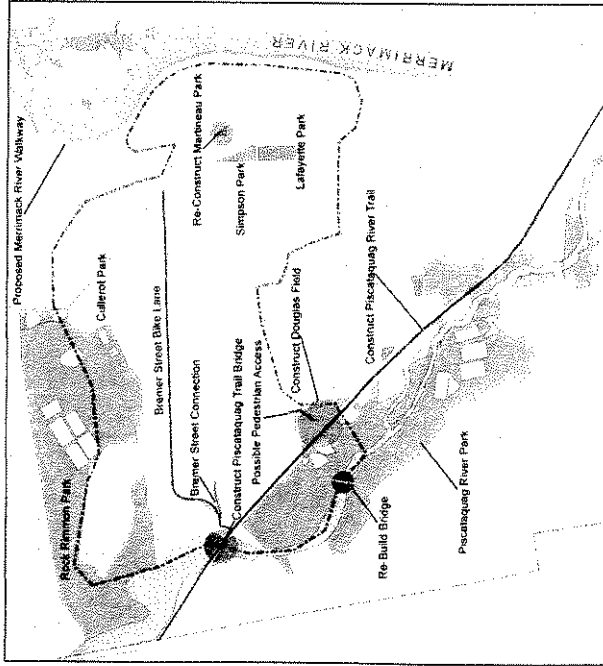
Douglas Field Development Plan

A high-contrast, black and white photograph of a snowy street scene. Bare tree branches are in the foreground, and a building is visible in the background.

Douglas Field Development Plan

Douglas Field Development Plan

- [illegible]



Proposed Parks Projects.

- Martineau Park – a small neighborhood park in the McGregorville area is planned for improvements.
 - Simpson and Lafayette Parks have recently been improved are in good shape.
 - Develop a bicycle transportation system that runs through the neighborhoods with supporting bicycle racks at key commercial districts, public spaces and parks.
2. Connections
 - Create possible direct access from Congress Street to the Piscataquog River Park system.
 - Clean up existing pedestrian ramp from Kelley Street to Bremer Street and the River.
 - Rebuild the Piscataquog River pedestrian bridge.
 3. Neighborhood Greening and Cleanup
 - Add more street trees
 - Clean up existing forested and other green spaces where there is illegal dumping
 - Creation of a neighborhood green team to identify and assist with neighborhood cleanup projects. The team would also watch out for illegal dumping in targeted areas. Partner with local churches, schools and volunteer organizations to help with cleanups and adopting 'spots'.

Business Assistance

Goal: Improve the business climate in the neighborhood offering local businesses the chance to grow and attracting selected new businesses into the area.

Mixing businesses into the neighborhood on key streets such as Kelley and Amory has several advantages. It provides convenient access to services and goods for the neighbors, provides a central gathering spot for the neighborhood, provides for jobs and allows for entrepreneurial growth.

Steps and Strategies

1. Support Neighborhood Businesses - Retention
 - Kelley Street should not be just a through street for traffic from the west to get to downtown. The function and design should encourage people to stop for the businesses.
 - Improve the commercial district parking availability. Promote shared parking alternatives by facilitating formal discussion on shared parking options and strategies between neighborhood businesses and nearby institutions
 - Encourage growth of existing businesses through programs such as the revolving loan program, façade improvement program and rehab loan programs.
2. Recruit and retain businesses that help with the goals of the neighborhood.
3. Enhance and improve the visual character of the commercial districts through:
 - Façade improvement – maintain and expand the façade improvement program to assist businesses with exterior façade improvements through a matching grant program.
 - Assisting with defensive design without looking defensive.
 - Encourage Planters, window boxes, and adopt a spots



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4. Develop Business Activism. Develop activities that increase business in the area including: a local business directory, special event nights, and joint marketing. Consideration could also be given to creating either a business association for the area or a neighborhood association.
 5. Encourage Pedestrian activity scale
 - Promote special uses and events that encourage economic development and attraction to the neighborhood. An example could be relocating the Majestic Theatre Company into the neighborhood.

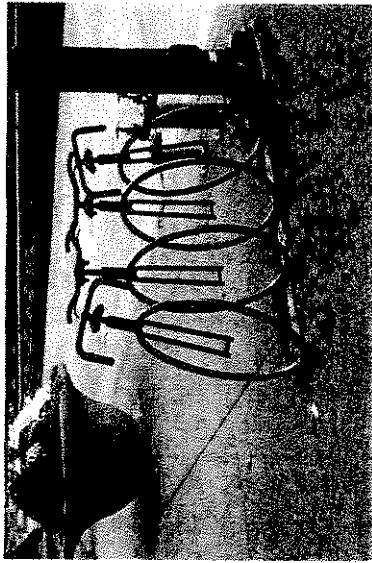
Neighborhood Identity and Design

Goal: Improve the image and identity of the neighborhood through signs, events and strong neighborhood design.

Steps and Strategies

1. Make streetscape attractive with unified:
 - Lighting
 - Trash barrels
 - Sidewalk design
 - Removing unnecessary street and regulatory signs
2. Adding Banners along Kelley Street area supported by businesses and institutions in the city and neighborhoods.
3. Add arches in key entryways to the area signifying that they are entering a distinct and special neighborhood.
4. Use art, history and heritage to build community
 - Walking tours highlighting people, historic places, events and things.
5. Place markers in the community to identify significant events and individual places.
6. Building design to respect the neighborhood character
 - Encourage parking in the rear with new buildings being designed to cater to pedestrians walking from front instead of drivers.
 - Build on the Façade Improvement Program
 - Promote mixed-use along arterial streets
 - Do not allow the main streets to become commercial strips. Buildings and pedestrians should come first and first, parking second.





7. Evaluate potential projects for the future Redevelopment of St. Patrick's Church.
8. Create a landscaped buffer between parking and sidewalk along the St. Jean Baptist parking lot
9. Neighborhood Involvement – Assist with creation of better sense of community and welcoming the new into the area.
 - Provide opportunities for neighbors to get to know each other and get involved.
 - Assist in the maintenance and growth of the neighborhood crime watch team.
 - Provide for ongoing neighborhood communication – assist and promote the communication system established by the neighborhood watch teams.
 - Creation of newsletter for the neighborhood.
 - Work with other neighborhoods to address common issues.
 - Have a bi-annual neighborhood cleanup project modeled after adopt-a-block day.

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Security

Goal: Insure a secure environment for living and working in the neighborhood

A sense of security is a prerequisite for revitalization of a neighborhood. This can be accomplished through increased police presence, a neighborhood commitment to watch out for itself, an image of an improving area, design upgrades (such as lighting improvements) and programs to reduce the seeds that allow crime to develop. Improved communications and better governmental relations can also be agents to improve security.

Steps and Strategies

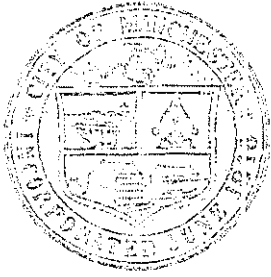
1. Support and strengthen the neighborhood watch groups.
2. Locate and sustain a police sub-station in the area that is accessible to the residents.
3. Make sure that graffiti is quickly removed with the assistance of property owners and the city.
4. Improve lighting in public areas such as alleys.
5. Provide space for youth to gather where they feel comfortable. Use this as a site to facilitate services that may be required, provide a safe haven for them and give them a sense of ownership of neighborhood.
6. Utilize Police department officers for the crime prevention through design program. Encourage defensible design of buildings which do not give the appearance of fortress construction.



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Contact Information:
Meena Gyawali
Department of Planning and Community Development
One City Hall Plaza
Manchester, NH 03101
(603)624-6450
Planning@manchesternh.gov



**City Of Manchester
Department of Highways
Environmental Protection Division**

300 Winston Street
Manchester, New Hampshire 03103-6826
(603) 624-6595 Fax (603) 628-6234

Frank C. Thomas, P.E.
Public Works Director

Kevin A. Sheppard, P.E.
Deputy Public Works Director

July 2, 2007

The Honorable Board of Mayor and Aldermen
One City Hall Plaza
Manchester, New Hampshire 03101

RE: Warrant for Sewer Charges Levy 2007
Period #1

Dear Board Members:

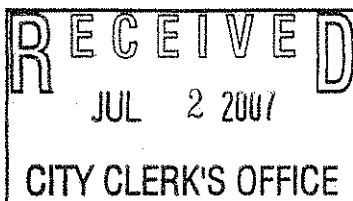
Please be advised that the warrant for Sewer Charges encompassing all delinquent sewer rental charges from 2/16/07 to 5/10/07, in accordance with RSA:9 and 252:10, that are to be committed to the Collector of Taxes will be included on the agenda for the July 10, 2007 meeting of the Board of Mayor and Aldermen. A clerk will submit the amount of said warrant at the time of the meeting.

Sincerely,

A handwritten signature in cursive script that reads "June George".

June George
Business Service Officer

/JG



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City of Manchester New Hampshire

In the year Two Thousand and Seven

A RESOLUTION

"Amending the FY2008 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Two Hundred Twenty Five Thousand Dollars (\$225,000) and revising the title of CIP 711408 from "Additional Multi-Space Meters" to "Millyard Parking Plan Implementation."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2008 CIP as contained in the 2008 CIP budget; and

WHEREAS, Table 5 contains all sources of Enterprises, Fees and Other Dedicated Source funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen desires to provide funding for the implementation of the recommendations of the Millyard Parking Plan estimated to cost \$505,000 and;

WHEREAS, \$280,000 of Parking Enterprise funds allocated for multi-space meters is available requiring an additional \$225,000 of funds to carry out the project;

NOW, THEREFORE, be it resolved that the 2008 CIP be amended as follows:

- 1) that CIP 711408 "Additional Multi-Space Meters" be revised to "Millyard Parking Plan Implementation"
- 2) that the 711408 Millyard Parking Plan Implementation budget be increased by \$225,000 from \$280,000 PED to \$500,000 (\$280,000 PED & \$225,000 One Time Fund)
- 3) that the One Time Fund be decreased by \$225,000

Resolved, that this Resolution shall take effect upon its passage.

City of Manchester New Hampshire

In the year Two Thousand and Seven

A RESOLUTION

"Authorizing the Finance Officer in Fiscal Year 2007 to effect a transfer of Fifty Three Thousand Seven Hundred Fifty Dollars (\$53,750) from Contingency to the Manchester Police Department"

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

That the Finance Officer be and is hereby directed to effect a transfer from Contingency Adjustment as follows:

Uniform Allowance	Account 3302C10298.....\$41,000
Special Projects	Account 3300C10898\$12,750

Resolved, that this resolution shall take effect upon its passage.

For "Police officer and Rimmon Heights Police Substation equipment"

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City of Manchester New Hampshire

In the year Two Thousand and ~~Seven~~

A RESOLUTION

"Authorizing the Finance Officer to Make Certain Budgetary Closings
for the Year 2007."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

- I. That the Finance Officer be and he is hereby authorized to make all necessary transfers, carry-forwards and closings, to balance the departmental accounts and all other accounts for the year 2007 and to submit to the Board of Mayor and Aldermen for their approval, at a future date, all such transfers, carry-forwards and closings executed by his department.
- II. Resolved that this resolution shall take effect upon its passage.

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Bills on Second Reading respectfully recommends, after due and careful consideration, that Ordinance:

“Amending the Zoning Ordinance of the City of Manchester by extending the B-2 (General Business) zoning district to include property currently zoned IND (Industrial) located on the south side of Gold Street east of the former Lawrence Branch of the B&M Railroad and including the following three lots Tax Map 875-14, 875-15, 875-16.

ought to pass.

(Aldermen Duval, Lopez, Garrity, and Pinard recorded in favor; Alderman Gatsas opposed)

IN BOARD OF MAYOR & ALDERMEN

DATE: September 5, 2006

ON MOTION OF ALD. Garrity

SECONDED BY ALD. Smith

VOTED TO table.

Respectfully submitted,



Clerk of Committee



CITY CLERK

City of Manchester New Hampshire

In the year Two Thousand and Six

AN ORDINANCE

"Amending the Zoning Ordinance of the City of Manchester by extending the B-2 (General Business) zoning district to include property currently zoned IND (Industrial) located on the south side of Gold Street east of the former Lawrence Branch of the B&M Railroad and including the following three lots Tax Map 875-14, 875-15, and 875-16."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 1. "Amending the Zoning Ordinance of the City of Manchester by extending the B-2 (General Business) zoning district to include property currently zoned IND (General Industrial/Industrial Park) located on Gold Street including Tax Map 875, Lots 14, 15, and 16, and being more particularly bounded and described as follows:

Beginning at a point on the centerline of the intersection of Gold Street and John E. Devine Drive extended, said point being on the zone boundary line of the B-2 (General Business) zone district and the IND (General Industrial/Industrial Park) zone district, prior to this amendment;

Thence, easterly along the centerline of Gold Street, also being the zone boundary line between the B-2 (General Business) zone district and the IND (General Industrial/Industrial Park) zone district, prior to this amendment, approximately 965 ft. to a point;

Thence, southerly along the zone boundary line of the B-2 (General Business) zone district and the IND (General Industrial/Industrial Park) zone district, prior to this amendment, a distance of approximately 570 ft. to a point;

Thence, southwesterly along the zone boundary line of the B-2 (General Business) zone district and the IND (General Industrial/Industrial Park) zone district, prior to this amendment, a distance of approximately 1,075 ft. to a point;

Thence, northwesterly generally along the centerline of the former Lawrence Branch of the Boston and Maine Railroad, a distance of approximately 1,090 ft. to a point, said point being the zone boundary line of the R-1B (Residential One-Family) zone district and the IND (General Industrial/Industrial Park) zone district, prior to this amendment;

Thence, easterly along the centerline of Gold Street, also being the new zone boundary line between the B-2 (General Business) zone district and the IND (General Industrial/Industrial Park) zone district, after this amendment, a distance of approximately 515 ft. to a point, said point also being the point of beginning.

Said description to include TM 875, Lot 14, Lot 15, and Lot 16 consisting of approximately 19.43 acres of private land, to be rezoned from IND (General Industrial/Industrial Park) to B-2 (General Business) zone district, after this amendment.

SECTION II. Resolve this ordinance shall take effect upon passage.

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DEVINE
MILLIMET

ATTORNEYS AT LAW

By Hand Delivery

SUSAN V. DUPREY
603.695.8505
SDUPREY@DEVINEMILLIMET.COM

June 19, 2006

Office of the City Clerk
One City Hall
Manchester, NH 03101-2097

RE: *GFI Gold Street, LLC - Petition for Rezoning*

Dear Sir or Madam:

Enclosed please find a Petition for rezoning parcels Map 875, Lot 15 and Map 875, Lot 16. Also enclosed is our check in the amount \$300.00. Our office represents GFI, which requests this rezoning.

Please feel free to contact me should you have any questions regarding this matter or if additional information is required. Thank you.

Very truly yours,



Susan V. Duprey

SVD:ml

Enclosures

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July 11, 2006.

In Board of Mayor and Aldermen.

On motion of Alderman Garrity, duly seconded by Alderman Forest, it was voted to refer the petition for rezoning to a Public Hearing on Monday, August 7, 2006 at 6 PM in the Aldermanic Chambers of City Hall and further to authorize execution of agreements enclosed subject to the review and approval of the City Solicitor.



City Clerk

25

STATE OF NEW HAMPSHIRE
CITY OF MANCHESTER

GFI GOLD STREET, LLC

PETITION FOR REZONING

NOW COMES the Petitioner, GFI Gold Street, LLC, by and through its attorneys, Devine, Millimet & Branch, Professional Association, and petitions the Board of Mayor and Aldermen of the City of Manchester, in accordance with Article 16 of the City of Manchester Zoning Ordinance, to change the zone of and amend the Zoning Map regarding 2 parcels of land, one of which is located at 725 Gold Street and the other of which is near Gold Street, County of Hillsborough, City of Manchester and identified as Map 875 Lot 15 and Map 875 Lot 16 in the tax records for the City of Manchester. In support thereof, Petitioner states as follows:

1. GFI Gold Street, LLC is the owner of record of that parcel of land located at 725 Street and identified as Map 875 Lot 15 in the tax records of the City of Manchester (Property 1). Property 1 is approximately 15.178 acres in size and was formerly the site of Associated Grocers which has since relocated. Property 1 is currently zoned Industrial.

2. Ashkars Children's Limited Liability Company and John N. Ashkars own a parcel near Gold Street which has no building situate on it and abuts Property 1 which land is identified as Map 875 Lot 16 in the tax records of the City of Manchester ("Property 2"). Property 2 is approximately 36,864 square feet in size and is also zoned Industrial. Property 2 is subject to a purchase agreement in favor of GFI Gold Street, LLC.

3. The Petitioner, GFI Gold Street, LLC, for itself as owner of Property 1 and as agent for the owners of Property 2, seeks to change the zoning classification of Property 1 and Property 2 from Industrial to B-2 in order to locate a retailer on Property 1 and Property 2.

4. A copy of the tax map showing Property 1 and Property 2 as situated in the Industrial Zone and the zoning designations for the surrounding properties is attached is Exhibit A.

5. It is believed that the change of zone will have little impact on the surrounding area in that much of the surrounding area was either zoned B-2, has been rezoned from

Industrial to B-2 or variances have been granted to allow uses permitted in the B-2 zone. Changing the zone to B-2 will reduce heavy truck traffic in the area as Property 1 is now used as a 24 hour per day trucking terminal. Plans are being prepared to help address and to generally improve conditions on Gold Street.

6. This proposed change will have a substantial positive tax revenue impact for the City of Manchester and will have no effect on the environment as Property 1 is already developed for an industrial use. There will be no impact on municipal services or facilities.

7. The names, addresses, tax map numbers and lot numbers of all abutting property owners and all properties on the opposite side of the street from Property 1 and Property 2 are attached as Exhibit B.

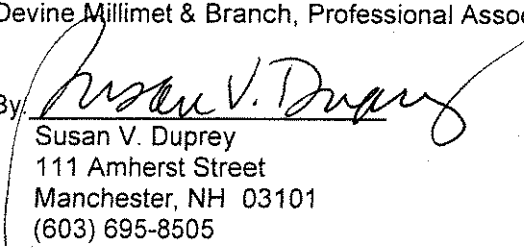
8. A metes and bounds description of Property 1 and Property 2 is attached as Exhibit C.

9. The Petitioner respectfully requests that the Honorable Board of Mayor and Aldermen approve this request to change the zone for Property 1 and Property 2 from Industrial to B-2 and to amend the Zoning Map to reflect this change.

Respectfully submitted,

GFI Gold Street, LLC
By its Attorneys,
Devine Millimet & Branch, Professional Association

By


Susan V. Duprey
111 Amherst Street
Manchester, NH 03101
(603) 695-8505

Dated: June 19, 2006

Exhibit C

Legal Description for Lot 875-15, located at 725 Gold Street, Manchester:

A certain tract or parcel of land with the buildings thereon, situate in Manchester, Hillsborough County, State of New Hampshire, being Lot 875-15 on Plan # _____, entitled "ALTA/ACSM Land Title Survey, 725 Gold Street in Manchester, New Hampshire (Hillsborough County), dated December 22, 2005, prepared by BSC Group, more particularly bounded and described as follows:

Beginning at a point on the northeasterly corner of the Lot on the southerly line of Gold Street; thence

1. South $9^{\circ} 17' 43''$ East, a distance of 80.15 feet to a concrete bound found; thence
2. South $09^{\circ} 76' 53''$ East, a distance of 488.15 feet by the westerly side of Lot 875-14; to an iron pipe at the southeasterly corner of the lot; thence
3. South $64^{\circ} 53' 52''$ West, a distance of 310.73 feet by the northerly line of the Interstate Highway 293 to an iron pipe; thence
4. South $82^{\circ} 28' 33''$ West, a distance of 517.33 feet by the northerly line of Lot 875-16 to an iron pipe at the southeasterly corner of the premises; thence
5. North $32^{\circ} 51' 25''$ West, a distance of 21.90 feet to an iron pipe; thence
6. North $08^{\circ} 01' 16''$ West, a distance of 19.62 feet to an iron pipe; thence
7. North $32^{\circ} 51' 25''$ West, a distance of 714.62 feet by the easterly side of the rail road tracks to an iron pipe at the northwest corner of the premises on the southerly line of Gold Street; thence
8. North $80^{\circ} 33' 28''$ East, a distance of 305.63 feet by the southerly line of Gold Street to an iron pipe; thence
9. North $80^{\circ} 16' 28''$ East, a distance of 586.18 feet by the southerly line of Gold Street to an iron pipe; thence
10. Curving in a southeasterly direction with a radius of 399.80 feet, along the southerly line of Gold Street, a distance of 230.44 feet to the point of beginning.

Containing 15.178 Acres, more or less.

Legal Description for Lot 875-16, located on Gold Street, Manchester:

A certain Tract or parcel of land, situated in Manchester, bounded and described as follows:

Beginning at a point on the southwest corner of the premises north of the Interstate Highway 293, thence

1. North $32^{\circ} 51' 25''$ West along said Manchester-Lawrence Railroad for a distance of 157.68 feet, more or less to an iron post set at land of Associated Grocers; thence
2. South $82^{\circ} 28'$ East for a distance of 517.33 feet, more or less to the interstate Highway 293; thence
3. South $64^{\circ} 53' 52''$ West for a distance of 471.90, along said Interstate Highway 293 to the point of beginning.

J:\wdox\docs\clients\16717\76570\M0869436.DOC

RECEIVED
MANCHESTER CITY CLERK

Ashkar Children's Trust Limited Liability Company
Mrs. Georgette Ashkar, Managing Member
8160 East Quincy Avenue
Cherry Hills Village, CO 80111
(303) 796-8128

Mr. John Ashkar
29 Fairmount Drive
Danbury, CT 06811
(203) 792-4963
JUN 20 P12:21

June 19, 2006

The Board of Mayor and Aldermen
of the City of Manchester
One City Hall
Manchester, NH 03101-2097

Re: Authorization to Pursue Rezoning

To Whom It May Concern:

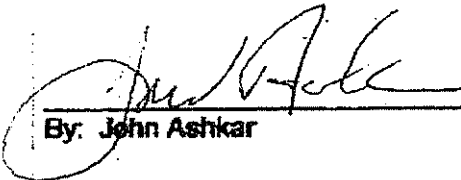
We, the undersigned, being the owners of the real property sometimes referred to as Map 875, Lot 16, located near Gold Street in Manchester, New Hampshire, hereby grant our authority to GFI Gold Street, LLC, to take any and all actions required or deemed necessary to re-zone the property from "Industrial" to "B 2".

Thank you for your attention to this matter, and if you have any questions please contact our counsel, Susan Perkins of Perkins Ruschena, LLC, at (303) 779-8100.

Sincerely,

Ashkar Children's Trust Limited Liability
Company


By: Georgette Ashkar, Managing Member


By: John Ashkar



Robert S. MacKenzie, AICP
Director

CITY OF MANCHESTER

Planning and Community Development

Planning
Community Improvement Program
Growth Management



Staff to:
Planning Board
Heritage Commission
Millyard Design Review Committee

June 28, 2006

Mr. Leo Bernier, City Clerk
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Re: *Technical Review, Rezoning Petition – Gold Street*

Dear Mr. Bernier:

In accordance with the procedures on rezoning requests, the following information is being provided to your office in consideration of a rezoning request filed by the owner of one property and agent for a second property on Gold Street (including two lots: Lot 875-15 and 875-16). The subject parcels are located on the south side of Gold Street east of the former Lawrence Rail Branch. The first property is 15.2 acres currently containing the Associated Grocers Building and the second is .85 acres in size that is vacant. The subject properties are currently zoned *Industrial (IND)*. The applicant is requesting that the zoning district be changed to General Business (*B-2*).

Presently, while the parcels are adjacent to a B-2 on one side, the rezoning action would create one parcel that would be zoned IND and surrounded by B-2. As this could be considered spot zoning, we would recommend that the parcel at 835 Gold Street (Lot 875-14; 3.42 acres) also be considered by the Board for rezoning from IND to B-2. In the 1993 Master Plan for the City of Manchester, this area was identified as Industrial land use although the plan also recognized that extension of the business zone into areas of industrial zone was likely and that certain precautions should be taken. The key precaution from the Master Plan as it relates to this rezoning request states "...the proposed district should be evaluated to insure that possible projects will not encourage additional traffic impacts upon residential areas..." The applicants, working with the City, have devised a traffic calming plan to mitigate impacts on Gold Street and Sewall Street which may be considered by the Board of Mayor and Aldermen.

From a technical perspective, the petition may be forwarded to the Board of Mayor and Aldermen for consideration. Consistent with the policy for rezoning petitions, the planning staff is providing a copy of the petition to the Planning Board, the Building Department and the Office of the City Solicitor for comment.

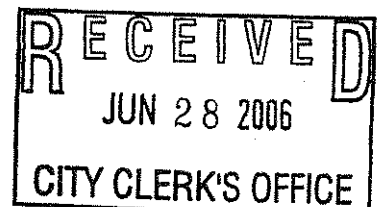
I will be available for any questions that the Board may have.

Sincerely,



Robert S. MacKenzie, AICP
Planning Director

C: Planning Board
Office of the City Solicitor
Building Department
Economic Development Office
One City Hall Plaza, Manchester, New Hampshire 03101
Phone: (603) 624-6450 Fax: (603) 624-6529
E-mail: planning@ManchesterNH.gov
www.ManchesterNH.gov





CITY OF MANCHESTER

Manchester Economic Development Office



August 3, 2006

Honorable Board of Mayor and Aldermen
City of Manchester
One City Hall Plaza
Manchester, NH 03101

RE: Proposed Amendment to Zoning Map – Gold Street

Honorable Board Members:

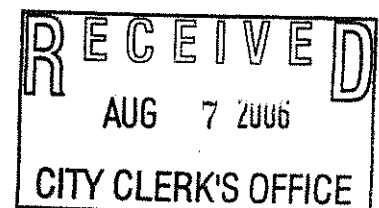
This to recommend the extension of the B-2 Zoning District to encompass the former Associated Grocer's Site, 725 Gold Street and an adjacent parcel. The proposed redevelopment of the Associated Grocers site into a new Home Depot store is projected to cost over \$21,000,000 and generate \$193,000 in new property tax revenue to the City annually. In addition the project will allow Home Depot to expand in the City of Manchester, rather than relocating out-of-town. The existing space leased by Home Depot is in great demand by quality national retailers and will be redeveloped in short order.

In addition GFI/Home Depot development venture is contributing \$4,000,000 to the Gold Street Improvement Project. This project will widen and/or bypass narrow portions of Gold Street and improve and signalize neighborhood street intersections resulting in improved traffic flow, increased safety, curbside visitor parking, sidewalks and landscaping. This improvement to Gold Street will enable the City to entertain additional retail zoning requests near the Associated Grocer/Home Depot site which could generate significant additional investment and new property tax revenue while reducing industrial traffic truck traffic in the area. Based on acreage and lot coverage projections, the City could realize as much as \$184,000 in additional new property tax revenue from future adjacent retail development. In addition, the City could negotiate to recover a portion of the City's Gold Street improvement costs from future developers.

The Gold Street site is adjacent to the growing and successful South Willow Street retail district in close proximity to residential neighborhoods. Industrial truck traffic is incompatible with consumer and neighborhood traffic automobile. In my recommendation that the highest and best use of this site is retail, not industrial.

Sincerely,

Paul J. Borek
Economic Development Director



25

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Bills on Second Reading respectfully recommends, after due and careful consideration, that Ordinance:

"Amending the Zoning Ordinance of the City of Manchester by extending the R-3 (Urban Multi-family) zoning district to include property currently zoned R-1B (Single-family) located on a portion of Tax Map 691 Lot 143-1 that will be on the north side of a proposed Gold Street Bypass and adjacent to Bradley Street and the New St. Augustin's Cemetery

ought to pass.

(Aldermen Duval, Lopez, Garrity, and Pinard recorded in favor; Alderman Gatsas opposed)

IN BOARD OF MAYOR & ALDERMEN

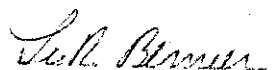
DATE: September 5, 2006

ON MOTION OF ALD. Garrity


SECONDED BY ALD. Smith

VOTED TO table.

Respectfully submitted,



Clerk of Committee


CITY CLERK

City of Manchester New Hampshire

In the year Two Thousand and Six

AN ORDINANCE

"Amending the Zoning Ordinance of the City of Manchester by extending the R-3 (Urban Multi-family) zoning district to include property currently zoned R-1B (Single-family) located on a portion of Tax Map 691 Lot #143-1 that will be on the north side of a proposed Gold Street Bypass and adjacent to Bradley Street and the New St Augustin's Cemetery"

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 1. Amending the Zoning Ordinance of the City of Manchester by extending the R-3 (Urban Multi-family) zoning district to include property currently zoned R-1B (Single-family) located on a portion of Tax Map 691 Lot #143-1 that will be on the north side of a proposed Gold Street Bypass and adjacent to Bradley Street and the New St Augustin's Cemetery and being more particularly bounded and described as follows:

Beginning at a point at the centerline of Bradley Street at a point opposite the property lines of New Beech Hill Development Company, LP (TM 691-15A) and the Diocese of Manchester (shown on a subdivision plan approved by the Planning Board on February 23, 2006 as TM 691-143-1), said point being on the zone boundary line of the R-3 (Urban Multi-family) district and the R-1B (Single-family), prior to this amendment;

Thence, westerly across the Right of Way of Bradley Street and continuing along the northerly boundary of said property of the Diocese of Manchester TM 691-143-1, said line also being the zone boundary line between the R-3 (Urban Multi-family) district and the R-1B (Single-family), prior to this amendment, approximately 1206 ft. to a point;

Said point being the end of the northerly boundary of the Diocese of Manchester TM 691-143-1, and at the intersection with the following properties: TM 691-143, TM 691-135, TM 691-136 and TM 691-15A;

Thence, southerly along the boundary of property of the Diocese of Manchester TM 691-143-1 a distance of 285.94 ft. to a point;

Thence, easterly along the boundary of property of the Diocese of Manchester TM 691-143-1 a distance of 295.71 ft. to a point;

Thence, southerly along the boundary of property of the Diocese of Manchester TM 691-143-1 a distance of approximately 130 ft. to a point, said point being on the edge of the proposed Right of Way of the Gold Street Bypass;

Thence, easterly across the Right of Way of the Gold Street Bypass to the centerline of said Bypass a distance of approximately 30 feet to a point;

22

City of Manchester New Hampshire

In the year Two Thousand and Six

AN ORDINANCE

"Amending the Zoning Ordinance of the City of Manchester by extending the R-3 (Urban Multi-family) zoning district to include property currently zoned R-1B (Single-family) located on a portion of Tax Map 691 Lot #143-1 that will be on the north side of a proposed Gold Street Bypass and adjacent to Bradley Street and the New St Augustin's Cemetery"

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,
as follows:

Thence, northeasterly and easterly along the centerline of the Right of Way of the Gold Street Bypass as extended to the centerline of Bradley Street a distance of approximately 1,017 feet to a point;

Thence northerly along the centerline of Bradley Street to a point opposite the property lines of New Beech Hill Development Company, LP (TM 691-15A) and the Diocese of Manchester (TM 691-143-1) a distance of approximately 324 feet to a point, said point also being the point of beginning.

Said description meaning to include a portion of property of the Diocese of Manchester (shown on a subdivision plan approved by the Planning Board on February 23, 2006 as TM 691-143-1) consisting of approximately 8.1 acres of private land, to be rezoned from the R-1B (Single-family) zoning district to the R-3 (Urban Multi-family) zoning district, after this amendment.

SECTION II. Resolve this ordinance shall take effect upon passage.



Robert S. MacKenzie, AICP
Director

CITY OF MANCHESTER

Planning and Community Development

Planning
Community Improvement Program
Growth Management



Staff to:
Planning Board
Heritage Commission
Millyard Design Review Committee

July 20, 2006

Honorable Board of Mayor and Aldermen
City Hall
One City Hall Plaza
Manchester, New Hampshire 03101

re: Rezoning of Diocese Property behind Gold Street

Honorable Board Members:

This is to submit a request for rezoning for a portion of the Diocese Property adjacent to the proposed Gold Street Bypass from a single-family district (R-1B) to a multi-family district (R-3). The agreement that the Board recently acted upon called upon the City to initiate this rezoning. The Diocese has offered to donate the land necessary to create the new Gold Street Bypass as part of an overall plan to mitigate traffic in the area.

As this rezoning and the subsequent dedication of street area is necessary to complete the traffic improvements, it may be appropriate for the Board to time the final action on the rezoning of the Associated Grocers site with the rezoning of the Diocese property to insure that the creation of the Bypass is feasible.

From a technical standpoint, the Diocese rezoning is an extension of an existing multi-family zoning district and there are no other specific issues to preclude the rezoning to proceed to public hearing.

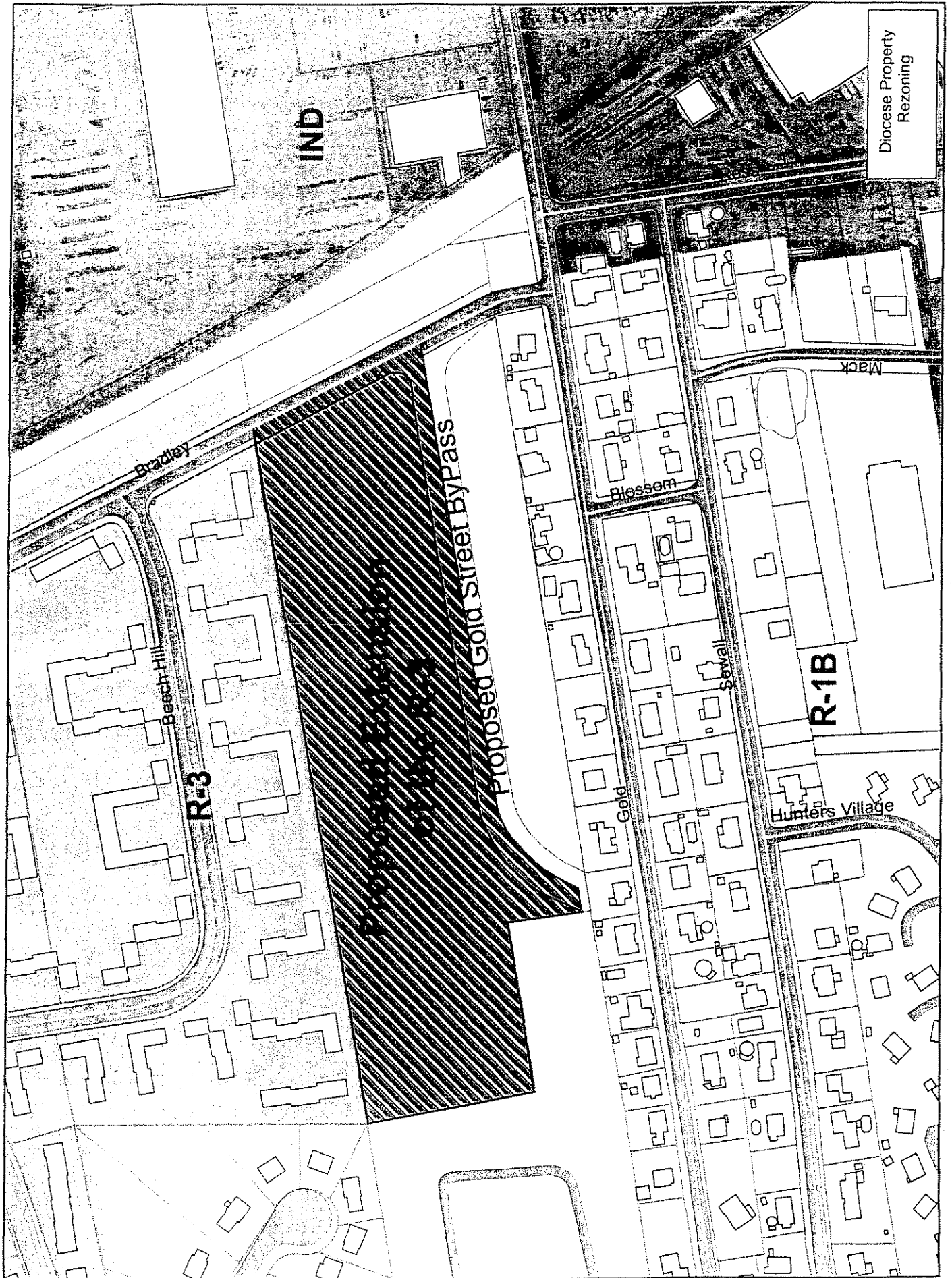
If you have any questions, I will be available at your next meeting.

Sincerely,

Robert S. MacKenzie, AICP
Director of Planning & Community Development

C: Planning Board
Building Department
Brad Cook
Tom Arnold
Paul Borek

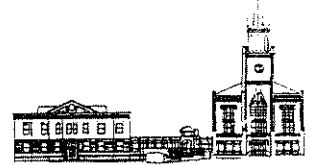
One City Hall Plaza, Manchester, New Hampshire 03101
Phone: (603) 624-6450 Fax: (603) 624-6529
E-mail: planning@ManchesterNH.gov
www.ManchesterNH.gov





CITY OF MANCHESTER

Manchester Economic Development Office



August 3, 2006

Honorable Board of Mayor and Aldermen
City of Manchester
One City Hall Plaza
Manchester, NH 03101

RE: Proposed Amendment to Zoning Map – Diocese Property Behind Gold Street

Honorable Board Members:

This is to recommend that the R-3 Zoning be extended south to encompass a 9-acre parcel created by the Manchester Diocese donation of right-of-way for the proposed Gold Street Bypass. The remaining Diocese property, between the new Gold Street Bypass and existing single family homes will retain single family zoning allowing for a compatible buffer between existing homes and the proposed Bypass.

By donating the requested right-of-way, the Manchester Diocese enabled the City of Manchester, with the generous assistance of Home Depot, to solve a decades old traffic problem in the Gold Street neighborhood. Without the Diocese donation of right-of-way, further redevelopment of the Gold Street would be prohibited. Doing so allows Home Depot to expand, create new property tax revenue and allows other retailers to expand in or relocate to adjacent parcels the City of Manchester.

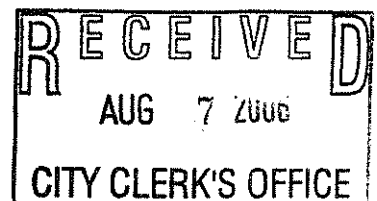
The Global Economic Development Strategy prepared by AngelouEconomics recommends that the City of Manchester “promote diverse housing that is affordable for local workers”, noting the following excerpt from the National League of Cities (<http://www.nlc.org>):

Local governments are responsible to their residents for maintaining communities where their people can live, work, enjoy recreational activities, and access services. Affordable housing, comprehensive community development, and well-planned and coordinated land use foster communities that are vibrant, diverse and sustainable. Further, these are critical components to the economic vitality of communities and local economic regions for creating jobs and increasing municipal tax base.

While this parcel is being considered for market rate development, Manchester’s growing employee base in The Millyard, Downtown and throughout the City includes skilled technology and financial service professionals who need housing appropriate to their desires, lifestyle and budgets. New Hampshire business leaders and demographic experts have articulated concerns about maintaining sufficient housing availability for the demand of a growing business economy. The requested rezoning helps to address the need for housing to accommodate the growing Manchester employment base. For these reasons, your approval of this request is recommended.

Sincerely,

Paul J. Borek
Economic Development Director



One City Hall Plaza, Manchester, NH 03101 Phone (603) 624-6505 Fax (603) 624-6308
E-mail: econdev@ci.manchester.nh.us www.ci.manchester.nh.us

7h

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully advises, after due and careful consideration, that it has requested staff to prepare documents to provide that the City agree to extend the term on the 2nd mortgage relating to Lowell Terrace Associates property located at the northwest corner of Lowell and Chestnut Streets to coincide with the expiration of the existing first mortgage in 2013.

(Unanimous vote)

IN BOARD OF MAYOR & ALDERMEN

DATE: May 15, 2007

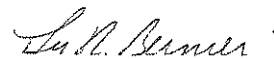
ON MOTION OF A.L.D. Forest

SECONDED BY A.L.D. Shea

VOTED TO table.


CITY CLERK

Respectfully submitted,



Clerk of Committee

8-14-06 Tabled
10-23-06 Remained
Tabled



**City of Manchester
Department of Finance**

One City Hall Plaza
Manchester, New Hampshire 03101
Phone: (603) 624-6460
Fax: (603) 624-6549

August 9, 2006

Alderman Michael Garrity
C/O Mr. Leo Bernier
City Clerk
One City Hall Plaza
Manchester, NH 03101

Dear Alderman Garrity,

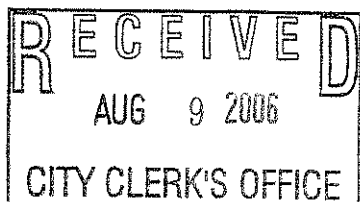
Attached is a copy of correspondence from Lowell Terrace Associates proposing a mortgage/debt consolidation for the property on the northwest corner of Lowell and Chestnut Streets. This is the item that I spoke to you about last week. With your permission, I would like to have the item discussed at the next CIP Committee meeting.

The proposal from the partnership has already been reviewed by the City Solicitor, Economic Development Director, and the Mayor's Office. Please feel free to contact me with any questions.

Sincerely,

Kevin A. Clougherty
Finance Officer

C: Thomas Clark
Paul Borek
Randy Sherman
Mayor Frank Guinta
Ken Edwards, MHRA
Peter Morgan, Property Services
Tom Musgrave, William Steele Associates



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WILLIAM STEELE & ASSOCIATES, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

40 STARK STREET

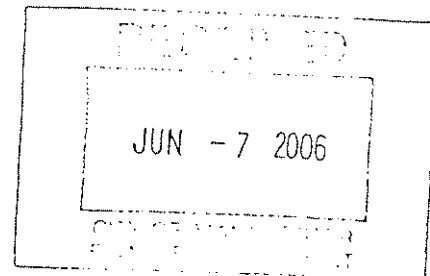
MANCHESTER, NEW HAMPSHIRE 03101

OFFICE 603-622-8881

FAX 603-647-4520

June 6, 2006

Mr. Kevin Clougherty, Finance Director
City of Manchester
One City Hall Plaza East
Manchester, NH 03101



RE: Lowell Terrace Associates

Dear Kevin:

Thank you for arranging the meeting on May 4, 2006. The meeting and subsequent telephone call the week of the 22nd was helpful. I believe we have reached some meaningful preliminary agreements concerning the terms of the original Promissory Note (Note) and subsequent amendment and modifications that will allow us to resolve the remaining issues to our mutual satisfaction.

Based on our discussions, it is my understanding that Lowell Terrace Associates (LTA) and the Manchester Housing Authority (City) agree on the following.

First, the \$1,250,000 portion of the Note is not due at this time. LTA and the City agree that the 1994 Promissory Note Amendment and subsequent modifications have extended the due date of the \$1,250,000 portion of the Note to July 1, 2013. The principal balance outstanding on this portion of the loan was \$559,811 as of December 31, 2005. Based on continuing monthly payments of \$6,885.71, this portion of the loan will be paid in full on July 1, 2013.

Second, the \$250,000 portion of the Note is due. As you know, this \$250,000 portion of the original loan has all of the characteristics of a fifty percent (50%) equity interest in the partnership. These characteristics will be described in more detail in the paragraphs that follow. The City has asked LTA to make a proposal concerning the amount of the pay off.

LTA is prepared to make the City an offer to settle the \$250,000 portion of the original loan and, once the City has reviewed and accepted the proposal, LTA will immediately seek replacement financing to pay off the City.

The original Note terms relating to the \$250,000 portion of the loan have all of the characteristics of a 50% equity interest in the partnership. Section 4 of the Note contains these provisions:

Section 4.a) of the Note describes LTA's obligation to pay interest to the City equal to 50% of the project's cash flow. In this regard, whenever LTA has made cash distributions of accumulated cash flow to its partners, a corresponding and equal cash payment has been made to the City. In connection with its settlement proposal, LTA is prepared to pay to the City 50% of the cash in its accounts, excluding cash held by LTA representing tenant deposits.

Mr. Kevin Clougherty, Finance Director

June 6, 2006

Page 2

Section 4.b) of the Note describes LTA's obligation on the twentieth anniversary date of the loan. There has been some disagreement and or misunderstanding concerning this particular provision of the loan. The City, as I understand it, feels that it would be inappropriate to reduce its entitlement under Section 4.b) of the Note by the balance outstanding on the \$1,250,000 portion of the loan. LTA maintains that the balance outstanding on the \$1,250,000 portion of the loan must be taken into account when calculating the City's entitlement. If the outstanding balance on the \$1,250,000 portion of the loan were not taken into account, the City would receive a payment exceeding the value of its 50% equity interest in the project.

Neither party expected an outstanding balance on the \$1,250,000 portion of the loan when the balloon payment due date provision for the \$250,000 portion of the loan was drafted in 1984. However, due to economic circumstances beyond the control of LTA and the City, the project was not able to service its debt and fell behind on its property taxes. Rather than assert its rights as a lien holder entitled to the delinquent property taxes, or assert its rights as the holder of the Note (which was headed into default), the City agreed to certain modifications of the Note in lieu of initiating action to take possession of the partnership's property. I submit to you that the City's actions were well reasoned and were motivated, in principal part, by the desire to protect its right to repayment of the entire outstanding balance of the loan (a balance exceeding \$1,217,000 at the time). It is not inconceivable that the City could have lost hundreds of thousands of dollars had it chosen to take possession of the property in 1994. Instead, the City acted in a manner that was both prudent and in its best interests as a lender and owner of 50% of the partnership equity. The City's actions also allowed the partners of LTA an opportunity to salvage their own 50% equity interest.

In LTA's opinion, the City's balloon payment entitlement on the \$250,000 portion of the original Note must take into account the balance outstanding on the \$1,250,000 portion of the Note. If the City's entitlement were calculated in any other manner, it would contradict the business deal between LTA and the City wherein the City was awarded a 50% equity interest in the project for its \$250,000 loan.

LTA's proposal to pay off the \$250,000 portion of the loan has been determined by treating the City as a 50% equity owner in the partnership. More specifically, the attached calculations estimate the City's balloon payment entitlement under Section 4.b) of the Note by projecting the net cash proceeds available to the partnership assuming a hypothetical sale of the property on August 1, 2006, followed by a distribution of the partnership's net assets in liquidation of the partnership.

The following assumptions are integral parts of the attached calculations.

1. The market value of the property is equal to its assessed value of \$1,255,800.
2. The outstanding principal balance on the \$1,250,000 portion of the loan is \$515,536 on August 1, 2006.

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Mr. Kevin Clougherty, Finance Director
June 6, 2006
Page 3

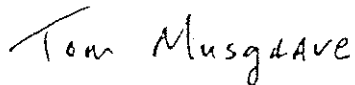
3. A 4% commission would be paid to a third-party broker to facilitate the sale.
4. A New Hampshire real estate transfer tax equal to .75% of the market value would be payable.
5. A New Hampshire Business Profits Tax equal to 8.5% of the gain recognized on sale would be payable.
6. There will be approximately \$150,000 of cash or marketable securities in the partnership's accounts on August 1, 2006.

Based upon the assumptions listed above, LTA estimates the City's entitlement on the \$250,000 portion of the original loan to be \$367,065.

After you have had an opportunity to review this proposal and discuss it with other interested parties, please call me and let me know how you would like to proceed.

Very truly yours,

WILLIAM STEELE & ASSOCIATES, P.C.



Thomas W. Musgrave, CPA

Enclosure

cc: Richard W. Hale w/enclosure
Peter A. Morgan w/enclosure

LOWELL TERRACE ASSOCIATES
HYPOTHETICAL SALE AND LIQUIDATION ANALYSIS
AS OF AUGUST 1, 2006

PROJECTED CASH AVAILABLE UPON LIQUIDATION

Estimated Cash and Value of Marketable Securities	150,000
Net Sale Proceeds - See Below	<u>1,196,150</u>
Estimated Cash Balance and Marketable Securities Value	1,346,150
Projected NH Business Profits Tax	(96,484)
Payoff Balance on \$1,250,000 Portion of Loan	<u>(515,536)</u>
Net Cash Available for Distribution	734,129
City's Equity Interest	<u>50.0%</u>
City's Equity Entitlement	<u><u>367,065</u></u>

HYPOTHETICAL SALE OF PROPERTY

Gross Sale Proceeds	1,255,800	Based on Assessed Value
Third-Party Commission @ 4%	(50,232)	
Real Estate Transfer Tax	<u>(9,419)</u>	.75% x 1,255,800
Net Sale Proceeds	1,196,150	
Adjusted Tax Basis of Property	<u>(61,040)</u>	
Projected Gain on Sale of Property	1,135,110	
NH Business Profits Tax Rate	<u>8.5%</u>	
Projected NH Business Profits Tax	<u><u>96,484</u></u>	

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May 3, 2007

Mr. Randy Sherman
Assistant Finance Director
Finance Department
One City Hall Plaza East
Manchester, NH 03101

Re: Lowell Terrace Associates

Dear Randy:

It was good to meet with you and the other key City department heads on Monday, April 30th in preparation of the Community Improvement Plan (CIP) Committee meeting scheduled for May 8th. I have again reviewed Tom Musgrave's letter of June 6, 2006, which outlines the history of this project and our proposal last summer.

We now have two (2) major concerns:

1. The treatment of the existing balance of the City's 1st mortgage in determining the equity in the project.
2. The current market value of the building. We are contesting the 2006 revaluation.

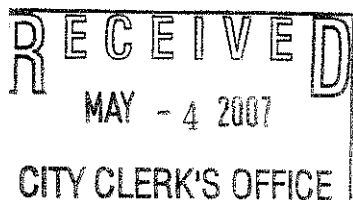
We were and are partners in saving a significant building in Manchester. We have worked closely together for over twenty-three (23) years in restoring and subsequently operating the property through good times and bad. We need to look at the deal itself and move forward to clarify the standing and term of the 2nd mortgage piece of our arrangement. There are only two (2) issues.

I look forward to meeting with the Committee on May 8th.

Sincerely yours,

Peter A. Morgan

Peter A. Morgan
Managing Partner
Lowell Terrace Associates



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Suggested Ways Forward


1. City agrees to extend term on 2nd mortgage to July 1, 2013, concurrent with the extension of the existing 1st mortgage.
2. City demands payment of the 2nd mortgage valued at one-half (1/2) the fair market value of the building without consideration that the 1st mortgage is still in place. (Current balance of 1st mortgage as of April 30, 2007 is \$470,367.12.)
 - a. The loan will fall into default as the Lowell Terrace partners do not concur on the method of valuing the 2nd mortgage.
 - b. The default provisions in the original note clearly provide the method of valuing the 2nd mortgage in the event of a default. The remaining balance of the 1st mortgage is deducted from the fair market value to establish the value to be paid to retire the 2nd mortgage.
3. City agrees that the existing balance of the 1st mortgage affects the current value of the 2nd mortgage.
 - a. We jointly agree to establish the current fair market value of the property.
 - b. The Lowell Terrace partners will proceed to arrange 3rd party financing and within ninety (90) days of 3.a. will pay off the 2nd mortgage.



**City of Manchester
Department of Finance**

One City Hall Plaza
Manchester, New Hampshire 03101
(603) 624-6460
(603) 624-6549 Fax

MEMORANDUM

Date: May 30, 2007
To: Board of Mayor and Aldermen
From: William Sanders 
RE: Lowell Terrace Requests

Attached in response to questions and requests at the May 15 BMA meeting are the following documents related to the Lowell Terrace project.

1. The audited partnership financial statements for the years ended June 30, 2006 and June 30, 2005.
2. A four page schedule detailing from inception payments on the \$1,250,000 first mortgage.
3. A summary of interest payments received on the \$250,000 second mortgage.
4. A current amortization schedule through July 2013 for the first mortgage.
5. A copy of Randy Sherman's draft letter of September 18, 2001 regarding Lowell Terrace. This draft letter was referenced at the May 15, 2007 BMA meeting.

We have requested a certificate of insurance and expect to have copies available at the meeting.

LOWELL TERRACE ASSOCIATES

FINANCIAL STATEMENTS

**FOR THE YEARS ENDED
DECEMBER 31, 2006 AND 2005**

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OF
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WILLIAM STEELE & ASSOCIATES, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

40 STARK STREET

MANCHESTER, NEW HAMPSHIRE 03101

OFFICE 603-622-8881

FAX 603-647-4520

To the Partners
Lowell Terrace Associates
Manchester, New Hampshire

We have compiled the accompanying statements of assets, liabilities and capital - income tax basis of Lowell Terrace Associates (a partnership) as of December 31, 2006 and 2005, and the related statements of revenue and expenses, partners' capital and cash flows - income tax basis for the years then ended, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements information that is the representation of management. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

William Steele & Associates, P.C.

Manchester, New Hampshire
May 18, 2007

LOWELL TERRACE ASSOCIATES
STATEMENTS OF ASSETS, LIABILITIES AND PARTNERS' CAPITAL -
INCOME TAX BASIS
DECEMBER 31, 2006 AND 2005

ASSETS

	<u>2006</u>	<u>2005</u>
CURRENT ASSETS		
Cash	\$ 108,715	\$ 116,665
Cash - security deposits	14,029	16,791
Due from Metropolis	3,302	-
	<hr/>	<hr/>
TOTAL CURRENT ASSETS	126,046	133,456
	<hr/>	<hr/>
PROPERTY AND EQUIPMENT		
Land	50,000	50,000
Building and improvements	1,782,305	1,776,108
Furniture and fixtures	21,429	21,429
	<hr/>	<hr/>
	1,853,734	1,847,537
Less: accumulated depreciation	(1,790,565)	(1,786,497)
	<hr/>	<hr/>
NET PROPERTY AND EQUIPMENT	63,169	61,040
	<hr/>	<hr/>
TOTAL ASSETS	<u>\$ 189,215</u>	<u>\$ 194,496</u>

LIABILITIES AND PARTNERS' CAPITAL

CURRENT LIABILITIES		
Security deposits payable	\$ 14,209	\$ 16,971
Current portion of notes payable	318,777	316,747
	<hr/>	<hr/>
TOTAL CURRENT LIABILITIES	332,986	333,718
	<hr/>	<hr/>
LONG-TERM LIABILITIES		
Notes payable, net of current portion	602,764	671,541
	<hr/>	<hr/>
TOTAL LIABILITIES	935,750	1,005,259
	<hr/>	<hr/>
PARTNERS' CAPITAL (DEFICIT)	(746,535)	(810,763)
	<hr/>	<hr/>
TOTAL LIABILITIES AND PARTNERS' CAPITAL	<u>\$ 189,215</u>	<u>\$ 194,496</u>

See Accountants' Compilation Report and Notes to Financial Statements

LOWELL TERRACE ASSOCIATES
STATEMENTS OF REVENUE AND EXPENSES -
INCOME TAX BASIS
FOR THE YEARS ENDED DECEMBER 31, 2006 AND 2005

	<u>2006</u>	<u>2005</u>
REVENUE		
Rental income	\$ 267,603	\$ 274,258
Other income	<u>2,231</u>	<u>2,174</u>
TOTAL REVENUE	<u>269,834</u>	<u>276,432</u>
OPERATING EXPENSES		
Real estate taxes	38,300	35,614
Gas	34,893	25,623
Repairs and maintenance	22,640	13,073
Management fees	20,604	18,449
Interest	15,882	29,852
Electricity	12,116	10,046
Insurance	10,038	9,540
Water and sewer	9,303	11,758
Accounting fees	9,261	3,075
Janitorial service	6,351	8,861
Exterminator	4,305	2,600
Depreciation	4,068	4,058
Supplies	3,883	3,171
Fire alarm	2,680	2,659
Waste disposal	2,160	2,160
Filing fee	1,315	-
Bank charges	1,279	1,480
General partner fees	1,200	1,200
Legal fees	1,156	-
Appliances	898	-
Central business district tax	828	804
Rental equipment	571	-
Grounds maintenance	475	1,620
Advertising	461	752
Telephone	375	317
Entertainment	240	67
Rental incentive plan fee	100	-
Foreign tax expense	38	13
Amortization	<u>-</u>	<u>2,250</u>
TOTAL OPERATING EXPENSES	<u>\$ 205,420</u>	<u>\$ 189,042</u>

See Accountants' Compilation Report and Notes to Financial Statements

LOWELL TERRACE ASSOCIATES
STATEMENTS OF REVENUE AND EXPENSES -
INCOME TAX BASIS
FOR THE YEARS ENDED DECEMBER 31, 2006 AND 2005

	<u>2006</u>	<u>2005</u>
INCOME FROM OPERATIONS	64,414	87,390
INTEREST AND DIVIDEND INCOME	2,266	2,842
GAIN ON SALE OF SECURITIES	<u>2,640</u>	<u>-</u>
INCOME BEFORE STATE TAXES	69,320	90,232
STATE TAXES PAID	<u>(5,092)</u>	<u>(11,298)</u>
NET INCOME	<u><u>\$ 64,228</u></u>	<u><u>\$ 78,934</u></u>

See Accountants' Compilation Report and Notes to Financial Statements

LOWELL TERRACE ASSOCIATES
STATEMENTS OF CHANGES IN PARTNERS' CAPITAL (DEFICIENCY) -
INCOME TAX BASIS
FOR THE YEARS ENDED DECEMBER 31, 2006 AND 2005

BALANCE, December 31, 2004	\$ (847,697)
Net Income	78,934
Cash Distributions to Partners	<u>(42,000)</u>
BALANCE, December 31, 2005	(810,763)
Net Income	64,228
Cash Distributions to Partners	<u>-</u>
BALANCE, December 31, 2006	<u><u>\$ (746,535)</u></u>

See Accountants' Compilation Report and Notes to Financial Statements

LOWELL TERRACE ASSOCIATES
STATEMENTS OF CASH FLOWS -
INCOME TAX BASIS
FOR THE YEARS ENDED DECEMBER 31, 2006 AND 2005

	<u>2006</u>	<u>2005</u>
CASH FLOWS FROM OPERATING ACTIVITIES:		
Net Income	\$ 64,228	\$ 78,934
Adjustments to reconcile net income to net cash from operations:		
Depreciation	4,068	4,058
Amortization	-	2,250
Increase (decrease) in assets and liabilities:		
Security deposits payable	(2,762)	(1,850)
Due from Metropolis	(3,302)	-
	<u>62,232</u>	<u>83,392</u>
NET CASH PROVIDED BY OPERATING ACTIVITIES		
CASH FLOWS FROM FINANCING ACTIVITIES		
Purchase of new equipment and improvements	(6,197)	(1,118)
Principal payments on notes payable	(66,747)	(64,777)
Cash distributions to partners	-	(42,000)
	<u>(72,944)</u>	<u>(107,895)</u>
NET CASH USED BY FINANCING ACTIVITIES		
NET DECREASE IN CASH	(10,712)	(24,503)
CASH, BEGINNING OF YEAR	<u>133,456</u>	<u>157,959</u>
CASH, END OF YEAR	<u><u>\$ 122,744</u></u>	<u><u>\$ 133,456</u></u>

SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION

	<u>2006</u>	<u>2005</u>
Cash paid during the year for:		
Interest	\$ 15,882	\$ 29,852
State Taxes, net of refunds	\$ 5,092	\$ 11,298

See Accountants' Compilation Report and Notes to Financial Statements

**LOWELL TERRACE ASSOCIATES
NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2006 AND 2005**

NOTE 1. THE PARTNERSHIP

Lowell Terrace Associates is a New Hampshire general partnership formed on September 1, 1984 for the purpose of managing and investing in real estate for its own purposes or on behalf of others. During 1986, the Partnership, through a related party (See Note 5), completed the construction of a 63-unit low-income housing project in Manchester, New Hampshire. Occupancy in units of the project includes leases whose rent levels conform to the Section 8 Existing Program offered by the United States Department of Housing and Urban Development. This project is presently the Partnership's only investment.

NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

The Partnership's policy is to prepare its financial statements on the accounting basis used for income tax purposes, generally on the basis of cash receipts and disbursements. On such basis, the financial statements do not include rents accrued or uncollected, or accounts payable for services billed but unpaid and other accrued liabilities. These policies differ from generally accepted accounting principles whereby income and the related assets are recognized when earned and certain expenses are recognized when the related obligations are incurred.

Depreciation

Depreciation is computed using straight-line and accelerated methods over lives ranging from five to twenty-eight years.

Deferred Costs

Financing fees have been amortized over the term (20 years) of the underlying indebtedness to which it relates.

Income Taxes

Lowell Terrace Associates is treated as a Partnership for federal income tax purposes and does not incur federal income taxes. Instead, the Partnership's profits and losses are reported in the individual partners' tax return. The Partnership is liable for state income taxes and state business taxes. When state taxes are paid by the Partnership, such taxes are reflected in the partners' distributive share of income or loss.

Concentration of Credit Risk

The Partnership occasionally maintains deposits in excess of Federally insured limits. Statements of Financial Accounting Standards No. 105 identifies these items as a concentration of credit risk requiring disclosure regardless of the degree of risk. The risk is managed by maintaining all deposits in high quality financial institutions.

LOWELL TERRACE ASSOCIATES
NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2006 AND 2005

NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Use of Estimates

The preparation of financial statements requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from these estimates.

Reclassifications

Certain amounts in the December 31, 2005 financial statements have been reclassified to conform to the December 31, 2006 presentation.

NOTE 3. NOTES PAYABLE

Notes payable at December 31, 2006 and 2005 consist of the following:

	<u>2006</u>	<u>2005</u>
\$1,500,000 Promissory Note dated December 1984, (as amended and modified) with the following terms and conditions:		
\$1,250,000 of the Promissory Note bears interest at 3%; payable in monthly installments of \$6,886; matures July 2013. The note is secured by a first mortgage on the project and the personal guarantees of the partners.	\$ 493,064	\$ 559,811
\$250,000 of the Promissory Note requires annual interest payments commencing in 1987 equal to 50% of the net cash flows of the project, as defined; a balloon payment of principal and interest is due under the terms of the original note 20 years after completion of construction equal to one-half (1/2) of the fair market value of the property at that date. The note is secured by a first mortgage on the project and the personal guarantees of the partners. Interest payments of \$12,000 were made in 2005.	250,000	250,000
Note payable to a partner; principal due on demand, interest at 10.5% per annum; collateralized by a mortgage on the project. No payments were made on this note during 2006 and 2005.	80,000	80,000

**LOWELL TERRACE ASSOCIATES
NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2006 AND 2005**

NOTE 3. NOTES PAYABLE (continued)

	<u>2006</u>	<u>2005</u>
Other unsecured notes payable due to affiliated entities and partners of the Partnership, with no repayment terms or rates of interest specified.	<u>\$ 98,477</u>	<u>\$ 98,477</u>
	921,541	988,288
Less: current portion due within one year	<u>(318,777)</u>	<u>(316,747)</u>
	<u>\$ 602,764</u>	<u>\$ 671,541</u>

The aggregate amount of future principal payments on partnership debt at December 31, 2006 are as follows:

Year Ending December 31,	
2007	\$318,777
2008	70,869
2009	73,025
2010	75,246
2011	77,534
2012 and thereafter	<u>306,090</u>
Total	<u>\$921,541</u>

NOTE 4. RELATED PARTY TRANSACTIONS

The Partnership receives property management services (for a management fee determined at 7% of rental income) from a related entity. The Partnership paid \$1,200 during 2006 and 2005 to an entity controlled by one of the partners for extraordinary general partner services. In addition, as discussed in Note 3, the Partnership is obligated to the partners and various other related parties in the amount of \$178,477 at December 31, 2006 and 2005.

Lowell Terrace		
Payments on \$1,250,000		
First Mortgage		
NUMBER	DATE PAID	AMOUNT PAID
1	5/17/89	7,829.69
2	6/6/89	7,829.69
3	7/17/89	7,829.69
4	8/10/89	7,829.69
5	9/13/89	7,829.69
6	11/22/89	7,829.69
7	11/22/89	7,829.69
8	12/13/89	7,829.69
9	1/17/90	7,829.69
10	2/15/90	7,829.69
11	3/15/89	7,829.69
12	4/18/90	7,829.69
13	5/14/90	7,829.69
14	6/14/90	7,829.69
15	7/17/90	7,829.69
16	8/20/90	7,829.69
17	9/12/90	7,829.69
18	10/26/90	7,829.69
19	11/19/90	7,829.69
20	12/24/90	7,829.69
21	1/15/91	7,829.69
22	2/21/91	7,829.69
23	3/14/91	7,829.69
24	4/15/91	7,829.69
25	5/20/91	7,829.69
26	6/13/91	7,829.69
27	7/30/91	7,829.69
28	8/15/91	7,829.69
29	9/16/91	7,829.69
30	10/21/91	7,829.69
31	11/18/91	7,829.69
32	12/13/91	7,829.69
33	1/15/92	7,829.69
34	2/19/92	7,829.69
35	3/6/92	7,829.69
36	4/16/92	7,829.69
37	5/14/92	7,829.69
38	6/15/92	7,829.69
39	7/31/92	7,829.69
40	8/12/92	7,829.69
41	8/19/92	7,829.69
42	9/22/92	7,829.69
43	10/13/92	7,829.69
44	11/17/92	7,829.69
45	12/11/92	7,829.69
46	1/12/93	7,829.69
47	2/11/93	7,829.69
48	3/11/93	7,829.69
49	4/13/93	7,829.69
50	5/11/93	7,829.69

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51	6/11/93	7,829.69
52	7/14/93	7,829.69
53	8/9/93	7,829.69
54	9/9/93	7,829.69
55	10/14/93	7,829.69
56	11/19/93	7,829.69
57	12/13/93	7,829.69
58	1/6/94	7,829.69
59	2/16/94	7,829.69
60	3/11/94	7,829.69
61	4/13/94	7,829.69
62	5/25/94	7,829.69
63	6/30/94	7,829.69
64	8/15/94	7,829.69
65	10/14/94	7,829.69
66	10/14/94	7,829.69
67	11/28/94	7,829.69
68	12/29/94	7,829.69
69	1/31/95	7,829.69
70	4/10/95	2,500.00
71	5/9/95	2,500.00
72	6/15/95	2,500.00
73	7/15/95	2,500.00
74	8/15/95	2,500.00
75	9/14/95	2,500.00
76	10/20/95	2,500.00
77	11/20/95	2,500.00
78	12/26/95	2,500.00
79	1/19/96	2,500.00
80	2/20/96	2,500.00
81	3/18/96	2,500.00
82	4/18/96	2,500.00
83	5/13/96	2,500.00
84	6/11/96	2,500.00
85	7/12/96	2,500.00
86	8/15/96	2,500.00
87	9/13/96	2,500.00
88	10/96	2,500.00
89	11/19/96	2,500.00
90	12/10/96	2,500.00
91	1/24/97	2,500.00
92	3/17/97	2,500.00
93	4/15/97	2,500.00
94	5/16/97	2,500.00
95	06/19/97	2,500.00
96	07/21/97	2,500.00
97	8/19/97	2,500.00
98	09/23/97	2,500.00
99	10/16/97	2,500.00
100	11/20/97	2,500.00
101	12/12/97	2,500.00
102	1/26/98	2,500.00
103	2/18/98	2,500.00
104	3/17/98	2,500.00
105	4/16/98	2,500.00
106	5/13/98	2,500.00
107	6/16/98	2,500.00
108	8/7/98	6,885.71

109	9/3/98	6,885.71
110	copy of check not made	6,885.71
111	11/6/98	6,885.71
112	12/3/98	6,885.71
113	1/5/99	6,885.71
114	2/8/99	6,885.71
115	3/8/99	6,885.71
116	4/08/99	6,885.71
117	5/17/99	6,885.71
118	6/30/99	6,885.71
119	7/6/99	6,885.71
120	8/3/99	6,885.71
121	9/2/99	6,885.71
122	10/5/99	6,885.71
123	11/4/99	6,885.71
124	12/2/99	6,885.71
125	1/6/00	6,885.71
126	2/3/0	6,885.71
127	3/1/00	6,885.71
128	4/6/00	6,885.71
129	5/4/00	6,885.71
130	6/1/00	6,885.71
131	7/6/00	6,885.71
132	8/8/00	6,885.71
133	9/7/00	6,885.71
134	10/5/00	6,885.71
135	10/2/00	6,885.71
136	12/5/00	6,885.71
137	01/05/01	6,885.71
138	02/07/01	6,885.71
139	03/12/01	6,885.71
140	4/6/01	6,885.71
141	05/07/01	6,885.71
142	06/06/01	6,885.71
143	07/10/01	6,885.71
144	08/02/01	6,885.71
145	09/06/01	6,885.71
146	10/04/01	6,885.71
147	11/02/01	6,885.71
148	12/6/01	6,885.71
149	1/3/02	6,885.71
150	2/7/02	6,885.71
151	3/14/02	6,885.71
152	4/4/02	6,885.71
153	5/9/02	6,885.71
154	6/6/02	6,885.71
155	07/02/02	6,885.71
156	08/02/02	6,885.71
157	9/5/02	6,885.71
158	10/03/02	6,885.71
159	11/4/02	6,885.71
160	12/05/02	6,885.71
161	01/02/03	6,885.71
162	02/06/03	6,885.71
163	3/6/03	6,885.71
164	4/10/03	6,885.71
165	5/8/03	6,885.71
166	6/5/03	6,885.71

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167	7/3/03	6,885.71
168	08/07/03	6,885.71
169	9/7/03	6,885.71
170	10/02/03	6,885.71
171	11/07/03	6,885.71
172	12/5/03	6,885.71
173	01/08/04	6,885.71
174	2/5/04	6,885.71
175	3/4/04	6,885.71
176	4/1/04	6,885.71
177	5/6/04	6,885.71
178	6/3/04	6,885.71
179	7/9/04	6,885.71
180	8/5/04	6,885.71
181	9/2/04	6,885.71
182	10/7/04	6,885.71
183	11/4/04	6,885.71
184	12/2/04	6,885.71
185	1/6/05	6,885.71
186	2/3/05	6,885.71
187	03/05/05	6,885.71
188	4/7/05	6,885.71
189	5/5/05	6,885.71
190	6/2/05	6,885.71
191	7/7/05	6,885.71
192	8/4/05	6,885.71
193	9/1/05	6,885.71
194	10/6/05	6,885.71
195	11/4/05	6,885.71
196	12/2/05	6,885.71
197	1/6/06	6,885.71
198	2/2/06	6,885.71
199	3/3/06	6,885.71
200	4/6/06	6,885.71
201	5/4/06	6,885.71
202	6/1/06	6,885.71
203	7/7/06	6,885.71
204	8/4/06	6,885.71
205	9/7/06	6,885.71
206	10/5/06	6,885.71
207	11/1/06	6,885.71
208	12/8/06	6,885.71
209	1/2/07	6,885.71
210	2/1/07	6,885.71
211	3/9/07	6,885.71
212	4/5/07	6,885.71
Total		\$1,351,362.45
Total Interest		\$571,730.05
Total Principal		\$779,632.40
Total Paid		\$1,351,362.45

Lowell Terrace

Interest Payments on \$250,000 Second Mortgage

Fiscal Year	Amount
2007	0
2006	12,000
2005	30,000
2004	25,000
2003	90,000
2001	35,293
Total Received	\$192,293

Wes
5/30/07

CDBG PROGRAM INCOME				Principal Amount	\$ 997,087.76
LOWELL TERRACE				Years to Maturity	15
				# of Payments	180
				Interest Rate	3.00%
				Pmts per year	12
				Year of Loan	
				Payment	\$6,885.71
#	Date	Payment	Interest	Principal	Balance
					\$ 997,087.76
1	Aug-98	\$6,885.71	\$ 2,492.72	\$ 4,392.99	\$ 992,694.77
2	Sep-98	\$6,885.71	\$ 2,481.74	\$ 4,403.97	\$ 988,290.81
3	Oct-98	\$6,885.71	\$ 2,470.73	\$ 4,414.98	\$ 983,875.83
4	Nov-98	\$6,885.71	\$ 2,459.69	\$ 4,426.02	\$ 979,449.81
5	Dec-98	\$6,885.71	\$ 2,448.62	\$ 4,437.08	\$ 975,012.73
6	Jan-99	\$6,885.71	\$ 2,437.53	\$ 4,448.17	\$ 970,564.56
7	Feb-99	\$6,885.71	\$ 2,426.41	\$ 4,459.29	\$ 966,105.27
8	Mar-99	\$6,885.71	\$ 2,415.26	\$ 4,470.44	\$ 961,634.82
9	Apr-99	\$6,885.71	\$ 2,404.09	\$ 4,481.62	\$ 957,153.21
10	May-99	\$6,885.71	\$ 2,392.88	\$ 4,492.82	\$ 952,660.38
11	Jun-99	\$6,885.71	\$ 2,381.65	\$ 4,504.05	\$ 948,156.33
12	Jul-99	\$6,885.71	\$ 2,370.39	\$ 4,515.31	\$ 943,641.02
13	Aug-99	\$6,885.71	\$ 2,359.10	\$ 4,526.60	\$ 939,114.41
14	Sep-99	\$6,885.71	\$ 2,347.79	\$ 4,537.92	\$ 934,576.49
15	Oct-99	\$6,885.71	\$ 2,336.44	\$ 4,549.26	\$ 930,027.23
16	Nov-99	\$6,885.71	\$ 2,325.07	\$ 4,560.64	\$ 925,466.59
17	Dec-99	\$6,885.71	\$ 2,313.67	\$ 4,572.04	\$ 920,894.55
18	Jan-00	\$6,885.71	\$ 2,302.24	\$ 4,583.47	\$ 916,311.09
19	Feb-00	\$6,885.71	\$ 2,290.78	\$ 4,594.93	\$ 911,716.16
20	Mar-00	\$6,885.71	\$ 2,279.29	\$ 4,606.41	\$ 907,109.74
21	Apr-00	\$6,885.71	\$ 2,267.77	\$ 4,617.93	\$ 902,491.81
22	May-00	\$6,885.71	\$ 2,256.23	\$ 4,629.48	\$ 897,862.34
23	Jun-00	\$6,885.71	\$ 2,244.66	\$ 4,641.05	\$ 893,221.29
24	Jul-00	\$6,885.71	\$ 2,233.05	\$ 4,652.65	\$ 888,568.64
25	Aug-00	\$6,885.71	\$ 2,221.42	\$ 4,664.28	\$ 883,904.35
26	Sep-00	\$6,885.71	\$ 2,209.76	\$ 4,675.94	\$ 879,228.41
27	Oct-00	\$6,885.71	\$ 2,198.07	\$ 4,687.63	\$ 874,540.78
28	Nov-00	\$6,885.71	\$ 2,186.35	\$ 4,699.35	\$ 869,841.42
29	Dec-00	\$6,885.71	\$ 2,174.60	\$ 4,711.10	\$ 865,130.32
30	Jan-01	\$6,885.71	\$ 2,162.83	\$ 4,722.88	\$ 860,407.44
31	Feb-01	\$6,885.71	\$ 2,151.02	\$ 4,734.69	\$ 855,672.76
32	Mar-01	\$6,885.71	\$ 2,139.18	\$ 4,746.52	\$ 850,926.23
33	Apr-01	\$6,885.71	\$ 2,127.32	\$ 4,758.39	\$ 846,167.84
34	May-01	\$6,885.71	\$ 2,115.42	\$ 4,770.29	\$ 841,397.56
35	Jun-01	\$6,885.71	\$ 2,103.49	\$ 4,782.21	\$ 836,615.35
36	Jul-01	\$6,885.71	\$ 2,091.54	\$ 4,794.17	\$ 831,821.18
37	Aug-01	\$6,885.71	\$ 2,079.55	\$ 4,806.15	\$ 827,015.03
38	Sep-01	\$6,885.71	\$ 2,067.54	\$ 4,818.17	\$ 822,196.86
39	Oct-01	\$6,885.71	\$ 2,055.49	\$ 4,830.21	\$ 817,366.65
40	Nov-01	\$6,885.71	\$ 2,043.42	\$ 4,842.29	\$ 812,524.36
41	Dec-01	\$6,885.71	\$ 2,031.31	\$ 4,854.39	\$ 807,669.97
42	Jan-02	\$6,885.71	\$ 2,019.17	\$ 4,866.53	\$ 802,803.44
43	Feb-02	\$6,885.71	\$ 2,007.01	\$ 4,878.70	\$ 797,924.74
44	Mar-02	\$6,885.71	\$ 1,994.81	\$ 4,890.89	\$ 793,033.85

Lowell Terrace

27

CDBG PROGRAM INCOME				Principal Amount	\$ 997,087.76
LOWELL TERRACE				Years to Maturity	15
				# of Payments	180
				Interest Rate	3.00%
				Pmts per year	12
				Year of Loan	
				Payment	\$6,885.71
#	Date	Payment	Interest	Principal	Balance
45	Apr-02	\$6,885.71	\$ 1,982.58	\$ 4,903.12	\$ 788,130.73
46	May-02	\$6,885.71	\$ 1,970.33	\$ 4,915.38	\$ 783,215.35
47	Jun-02	\$6,885.71	\$ 1,958.04	\$ 4,927.67	\$ 778,287.68
48	Jul-02	\$6,885.71	\$ 1,945.72	\$ 4,939.99	\$ 773,347.69
49	Aug-02	\$6,885.71	\$ 1,933.37	\$ 4,952.34	\$ 768,395.36
50	Sep-02	\$6,885.71	\$ 1,920.99	\$ 4,964.72	\$ 763,430.64
51	Oct-02	\$6,885.71	\$ 1,908.58	\$ 4,977.13	\$ 758,453.51
52	Nov-02	\$6,885.71	\$ 1,896.13	\$ 4,989.57	\$ 753,463.94
53	Dec-02	\$6,885.71	\$ 1,883.66	\$ 5,002.05	\$ 748,461.90
54	Jan-03	\$6,885.71	\$ 1,871.15	\$ 5,014.55	\$ 743,447.35
55	Feb-03	\$6,885.71	\$ 1,858.62	\$ 5,027.09	\$ 738,420.26
56	Mar-03	\$6,885.71	\$ 1,846.05	\$ 5,039.65	\$ 733,380.61
57	Apr-03	\$6,885.71	\$ 1,833.45	\$ 5,052.25	\$ 728,328.35
58	May-03	\$6,885.71	\$ 1,820.82	\$ 5,064.88	\$ 723,263.47
59	Jun-03	\$6,885.71	\$ 1,808.16	\$ 5,077.55	\$ 718,185.92
60	Jul-03	\$6,885.71	\$ 1,795.46	\$ 5,090.24	\$ 713,095.68
61	Aug-03	\$6,885.71	\$ 1,782.74	\$ 5,102.97	\$ 707,992.72
62	Sep-03	\$6,885.71	\$ 1,769.98	\$ 5,115.72	\$ 702,876.99
63	Oct-03	\$6,885.71	\$ 1,757.19	\$ 5,128.51	\$ 697,748.48
64	Nov-03	\$6,885.71	\$ 1,744.37	\$ 5,141.33	\$ 692,607.15
65	Dec-03	\$6,885.71	\$ 1,731.52	\$ 5,154.19	\$ 687,452.96
66	Jan-04	\$6,885.71	\$ 1,718.63	\$ 5,167.07	\$ 682,285.89
67	Feb-04	\$6,885.71	\$ 1,705.71	\$ 5,179.99	\$ 677,105.90
68	Mar-04	\$6,885.71	\$ 1,692.76	\$ 5,192.94	\$ 671,912.96
69	Apr-04	\$6,885.71	\$ 1,679.78	\$ 5,205.92	\$ 666,707.03
70	May-04	\$6,885.71	\$ 1,666.77	\$ 5,218.94	\$ 661,488.10
71	Jun-04	\$6,885.71	\$ 1,653.72	\$ 5,231.98	\$ 656,256.11
72	Jul-04	\$6,885.71	\$ 1,640.64	\$ 5,245.06	\$ 651,011.05
73	Aug-04	\$6,885.71	\$ 1,627.53	\$ 5,258.18	\$ 645,752.87
74	Sep-04	\$6,885.71	\$ 1,614.38	\$ 5,271.32	\$ 640,481.55
75	Oct-04	\$6,885.71	\$ 1,601.20	\$ 5,284.50	\$ 635,197.05
76	Nov-04	\$6,885.71	\$ 1,587.99	\$ 5,297.71	\$ 629,899.33
77	Dec-04	\$6,885.71	\$ 1,574.75	\$ 5,310.96	\$ 624,588.38
78	Jan-05	\$6,885.71	\$ 1,561.47	\$ 5,324.23	\$ 619,264.14
79	Feb-05	\$6,885.71	\$ 1,548.16	\$ 5,337.54	\$ 613,926.60
80	Mar-05	\$6,885.71	\$ 1,534.82	\$ 5,350.89	\$ 608,575.71
81	Apr-05	\$6,885.71	\$ 1,521.44	\$ 5,364.27	\$ 603,211.44
82	May-05	\$6,885.71	\$ 1,508.03	\$ 5,377.68	\$ 597,833.77
83	Jun-05	\$6,885.71	\$ 1,494.58	\$ 5,391.12	\$ 592,442.65
84	Jul-05	\$6,885.71	\$ 1,481.11	\$ 5,404.60	\$ 587,038.05
85	Aug-05	\$6,885.71	\$ 1,467.60	\$ 5,418.11	\$ 581,619.94
86	Sep-05	\$6,885.71	\$ 1,454.05	\$ 5,431.66	\$ 576,188.28
87	Oct-05	\$6,885.71	\$ 1,440.47	\$ 5,445.23	\$ 570,743.05
88	Nov-05	\$6,885.71	\$ 1,426.86	\$ 5,458.85	\$ 565,284.20
89	Dec-05	\$6,885.71	\$ 1,413.21	\$ 5,472.49	\$ 559,811.71

CDBG PROGRAM INCOME				Principal Amount	\$ 997,087.76
LOWELL TERRACE				Years to Maturity	15
				# of Payments	180
				Interest Rate	3.00%
				Pmts per year	12
				Year of Loan	
				Payment	\$6,885.71
#	Date	Payment	Interest	Principal	Balance
90	Jan-06	\$6,885.71	\$ 1,399.53	\$ 5,486.18	\$ 554,325.53
91	Feb-06	\$6,885.71	\$ 1,385.81	\$ 5,499.89	\$ 548,825.64
92	Mar-06	\$6,885.71	\$ 1,372.06	\$ 5,513.64	\$ 543,312.00
93	Apr-06	\$6,885.71	\$ 1,358.28	\$ 5,527.43	\$ 537,784.57
94	May-06	\$6,885.71	\$ 1,344.46	\$ 5,541.24	\$ 532,243.33
95	Jun-06	\$6,885.71	\$ 1,330.61	\$ 5,555.10	\$ 526,688.23
96	Jul-06	\$6,885.71	\$ 1,316.72	\$ 5,568.98	\$ 521,119.25
97	Aug-06	\$6,885.71	\$ 1,302.80	\$ 5,582.91	\$ 515,536.34
98	Sep-06	\$6,885.71	\$ 1,288.84	\$ 5,596.86	\$ 509,939.48
99	Oct-06	\$6,885.71	\$ 1,274.85	\$ 5,610.86	\$ 504,328.62
100	Nov-06	\$6,885.71	\$ 1,260.82	\$ 5,624.88	\$ 498,703.74
101	Dec-06	\$6,885.71	\$ 1,246.76	\$ 5,638.95	\$ 493,064.79
102	Jan-07	\$6,885.71	\$ 1,232.66	\$ 5,653.04	\$ 487,411.75
103	Feb-07	\$6,885.71	\$ 1,218.53	\$ 5,667.18	\$ 481,744.57
104	Mar-07	\$6,885.71	\$ 1,204.36	\$ 5,681.34	\$ 476,063.23
105	Apr-07	\$6,885.71	\$ 1,190.16	\$ 5,695.55	\$ 470,367.68
106	May-07	\$6,885.71	\$ 1,175.92	\$ 5,709.79	\$ 464,657.90
107	Jun-07	\$6,885.71	\$ 1,161.64	\$ 5,724.06	\$ 458,933.84
108	Jul-07	\$6,885.71	\$ 1,147.33	\$ 5,738.37	\$ 453,195.47
109	Aug-07	\$6,885.71	\$ 1,132.99	\$ 5,752.72	\$ 447,442.75
110	Sep-07	\$6,885.71	\$ 1,118.61	\$ 5,767.10	\$ 441,675.65
111	Oct-07	\$6,885.71	\$ 1,104.19	\$ 5,781.52	\$ 435,894.14
112	Nov-07	\$6,885.71	\$ 1,089.74	\$ 5,795.97	\$ 430,098.17
113	Dec-07	\$6,885.71	\$ 1,075.25	\$ 5,810.46	\$ 424,287.71
114	Jan-08	\$6,885.71	\$ 1,060.72	\$ 5,824.99	\$ 418,462.72
115	Feb-08	\$6,885.71	\$ 1,046.16	\$ 5,839.55	\$ 412,623.17
116	Mar-08	\$6,885.71	\$ 1,031.56	\$ 5,854.15	\$ 406,769.03
117	Apr-08	\$6,885.71	\$ 1,016.92	\$ 5,868.78	\$ 400,900.24
118	May-08	\$6,885.71	\$ 1,002.25	\$ 5,883.45	\$ 395,016.79
119	Jun-08	\$6,885.71	\$ 987.54	\$ 5,898.16	\$ 389,118.63
120	Jul-08	\$6,885.71	\$ 972.80	\$ 5,912.91	\$ 383,205.72
121	Aug-08	\$6,885.71	\$ 958.01	\$ 5,927.69	\$ 377,278.03
122	Sep-08	\$6,885.71	\$ 943.20	\$ 5,942.51	\$ 371,335.52
123	Oct-08	\$6,885.71	\$ 928.34	\$ 5,957.37	\$ 365,378.15
124	Nov-08	\$6,885.71	\$ 913.45	\$ 5,972.26	\$ 359,405.89
125	Dec-08	\$6,885.71	\$ 898.51	\$ 5,987.19	\$ 353,418.70
126	Jan-09	\$6,885.71	\$ 883.55	\$ 6,002.16	\$ 347,416.54
127	Feb-09	\$6,885.71	\$ 868.54	\$ 6,017.16	\$ 341,399.38
128	Mar-09	\$6,885.71	\$ 853.50	\$ 6,032.21	\$ 335,367.17
129	Apr-09	\$6,885.71	\$ 838.42	\$ 6,047.29	\$ 329,319.89
130	May-09	\$6,885.71	\$ 823.30	\$ 6,062.41	\$ 323,257.48
131	Jun-09	\$6,885.71	\$ 808.14	\$ 6,077.56	\$ 317,179.92
132	Jul-09	\$6,885.71	\$ 792.95	\$ 6,092.76	\$ 311,087.16
133	Aug-09	\$6,885.71	\$ 777.72	\$ 6,107.99	\$ 304,979.18
134	Sep-09	\$6,885.71	\$ 762.45	\$ 6,123.26	\$ 298,855.92

Lowell Terrace

CDBG PROGRAM INCOME				Principal Amount	\$ 997,087.76
LOWELL TERRACE				Years to Maturity	15
				# of Payments	180
				Interest Rate	3.00%
				Pmts per year	12
				Year of Loan	
				Payment	\$6,885.71
#	Date	Payment	Interest	Principal	Balance
135	Oct-09	\$6,885.71	\$ 747.14	\$ 6,138.57	\$ 292,717.35
136	Nov-09	\$6,885.71	\$ 731.79	\$ 6,153.91	\$ 286,563.44
137	Dec-09	\$6,885.71	\$ 716.41	\$ 6,169.30	\$ 280,394.15
138	Jan-10	\$6,885.71	\$ 700.99	\$ 6,184.72	\$ 274,209.43
139	Feb-10	\$6,885.71	\$ 685.52	\$ 6,200.18	\$ 268,009.25
140	Mar-10	\$6,885.71	\$ 670.02	\$ 6,215.68	\$ 261,793.56
141	Apr-10	\$6,885.71	\$ 654.48	\$ 6,231.22	\$ 255,562.34
142	May-10	\$6,885.71	\$ 638.91	\$ 6,246.80	\$ 249,315.54
143	Jun-10	\$6,885.71	\$ 623.29	\$ 6,262.42	\$ 243,053.13
144	Jul-10	\$6,885.71	\$ 607.63	\$ 6,278.07	\$ 236,775.05
145	Aug-10	\$6,885.71	\$ 591.94	\$ 6,293.77	\$ 230,481.29
146	Sep-10	\$6,885.71	\$ 576.20	\$ 6,309.50	\$ 224,171.79
147	Oct-10	\$6,885.71	\$ 560.43	\$ 6,325.28	\$ 217,846.51
148	Nov-10	\$6,885.71	\$ 544.62	\$ 6,341.09	\$ 211,505.42
149	Dec-10	\$6,885.71	\$ 528.76	\$ 6,356.94	\$ 205,148.48
150	Jan-11	\$6,885.71	\$ 512.87	\$ 6,372.83	\$ 198,775.65
151	Feb-11	\$6,885.71	\$ 496.94	\$ 6,388.77	\$ 192,386.88
152	Mar-11	\$6,885.71	\$ 480.97	\$ 6,404.74	\$ 185,982.14
153	Apr-11	\$6,885.71	\$ 464.96	\$ 6,420.75	\$ 179,561.39
154	May-11	\$6,885.71	\$ 448.90	\$ 6,436.80	\$ 173,124.59
155	Jun-11	\$6,885.71	\$ 432.81	\$ 6,452.89	\$ 166,671.70
156	Jul-11	\$6,885.71	\$ 416.68	\$ 6,469.03	\$ 160,202.67
157	Aug-11	\$6,885.71	\$ 400.51	\$ 6,485.20	\$ 153,717.47
158	Sep-11	\$6,885.71	\$ 384.29	\$ 6,501.41	\$ 147,216.06
159	Oct-11	\$6,885.71	\$ 368.04	\$ 6,517.66	\$ 140,698.40
160	Nov-11	\$6,885.71	\$ 351.75	\$ 6,533.96	\$ 134,164.44
161	Dec-11	\$6,885.71	\$ 335.41	\$ 6,550.29	\$ 127,614.14
162	Jan-12	\$6,885.71	\$ 319.04	\$ 6,566.67	\$ 121,047.47
163	Feb-12	\$6,885.71	\$ 302.62	\$ 6,583.09	\$ 114,464.39
164	Mar-12	\$6,885.71	\$ 286.16	\$ 6,599.54	\$ 107,864.84
165	Apr-12	\$6,885.71	\$ 269.66	\$ 6,616.04	\$ 101,248.80
166	May-12	\$6,885.71	\$ 253.12	\$ 6,632.58	\$ 94,616.22
167	Jun-12	\$6,885.71	\$ 236.54	\$ 6,649.16	\$ 87,967.05
168	Jul-12	\$6,885.71	\$ 219.92	\$ 6,665.79	\$ 81,301.27
169	Aug-12	\$6,885.71	\$ 203.25	\$ 6,682.45	\$ 74,618.82
170	Sep-12	\$6,885.71	\$ 186.55	\$ 6,699.16	\$ 67,919.66
171	Oct-12	\$6,885.71	\$ 169.80	\$ 6,715.91	\$ 61,203.75
172	Nov-12	\$6,885.71	\$ 153.01	\$ 6,732.70	\$ 54,471.06
173	Dec-12	\$6,885.71	\$ 136.18	\$ 6,749.53	\$ 47,721.53
174	Jan-13	\$6,885.71	\$ 119.30	\$ 6,766.40	\$ 40,955.13
175	Feb-13	\$6,885.71	\$ 102.39	\$ 6,783.32	\$ 34,171.81
176	Mar-13	\$6,885.71	\$ 85.43	\$ 6,800.28	\$ 27,371.53
177	Apr-13	\$6,885.71	\$ 68.43	\$ 6,817.28	\$ 20,554.26
178	May-13	\$6,885.71	\$ 51.39	\$ 6,834.32	\$ 13,719.94
179	Jun-13	\$6,885.71	\$ 34.30	\$ 6,851.41	\$ 6,868.53

Lowell Terrace

27

CDBG PROGRAM INCOME				Principal Amount	\$ 997,087.76
LOWELL TERRACE				Years to Maturity	15
				# of Payments	180
				Interest Rate	3.00%
				Pmts per year	12
				Year of Loan	
				Payment	\$6,885.71
#	Date	Payment	Interest	Principal	Balance
180	Jul-13	\$6,885.71	\$ 17.17	\$ 6,868.53	\$ (0.00)
Total		\$ 1,239,426.90	\$ 242,339.14	\$ 997,087.76	

Lowell Terrace

27

Draft

Memo

To: Kevin Clougherty, Tom Clark, Bob McKenzie, Jay Taylor
From: Randy M. Sherman
Date: September 18, 2001
Re: Lowell Terrace

At our meeting of September 6, 2001, I was requested to put together a proposal for consideration relative to the Lowell Terrace project. In this regard, I present the following background, comments and recommendations.

Background

- In 1984 the City, through the MHRA, made a loan totaling \$1,500,000 to Lowell Terrace Associates, a New Hampshire General Partnership, for the purposes of rehabilitating a fire damaged building at the northwest corner of Chestnut and Lowell Streets. The loan was comprised of two components: a \$1,250,000 low interest portion resembling a note and a \$250,000 portion resembling a limited-term equity contribution.
- The \$1,250,000 portion was to be amortized at an annual interest rate equal to three (3%) percent over a twenty year period following the completion of the construction. The first three years were interest only, followed by 17 years of monthly payments of \$7,826.69. The promissory note required interest payments to begin no later than June 30, 1985, monthly payments of \$7,826.69 to begin no later than June 30, 1988.
- The \$250,000 portion is to be repaid as a balloon payment 20 years following the completed construction. The payment is to equal one-half of the then current market value. The City was also to receive, for 20 years following construction, as proxy for interest on the \$250,000 portion, an annual payment equal to one-half of the net cash flow from the project.
- A project overrun of approximately \$120,000 was funded by Amoskeag Bank with collateral provided by Carolyn Morgan.
- In September 1988, two dates in the promissory note were amended. The payment dates relative to the payments on the \$1,250,000 portion of the note changed from June 30, 1985 to May 1, 1986 and from June 30, 1988 to May 1, 1989. As part of the same agreement, the parties agreed to establish April 1, 1986 as the date on which construction was completed and the City waived all late charges resulting from construction delays.
- Through December 1993, the City had received scheduled payments leaving the principal balance due on the \$1,250,000 portion at \$967,582. The project, however, was delinquent on property taxes. At this time, the parties amended the promissory note to allow the partnership fifteen months to get the property taxes current. A new amortization schedule was agreed upon allowing final payment to be July 2007. The agreement extended the term fifteen months. Payments were to resume on May 1, 1995.

- In February 1995, the City was informed that the property taxes were current. A proposal was put forward further delaying principal payments an additional 21 months, establishing a process to fund a capital reserve account and setting a payment priority upon fully funding the reserve. During the delayed payment period, monthly interest payments of \$2,500 were due to the City.
- On July 5, 1995, the BMA approved the following changes to the promissory note:
 1. The project property taxes shall remain current.
 2. The project shall pay interest payments of \$2,500 until principal payments resume.
 3. A capital reserve account shall be established with both the City and the owners.
 4. The reserve shall be funded with cash flow in excess of \$5,000 accumulated on a quarterly basis.
 5. When the capital reserve reached \$60,000 or no later than December 31, 1996, principal payments shall resume and any unpaid interest would be added to the principal.
 6. Payments on another note (Carolyn C. Morgan) shall not be made until the reserve is fully funded and the principal payments to the City have resumed.
 7. Any operating surpluses thereafter shall be applied to the principal in order to accelerate payoff of the City loan.
- It is unclear if item #7 conflicts with, or supercedes, the provision for the City to receive one-half of the project cash flow, as a proxy for interest on the \$250,000.
- Monthly payments of principal and interest did not resume on January 1, 1997. The project continued to remit interest only payments, without the consent of the City, until July 1, 1998. At that time, the principal balance was recalculated to be \$997, 088. The payments were set at \$6,885.71 and the amortization schedule was unilaterally extended to July 2013.
- In 1999, the partnership attempted to work a pay-off arrangement with the City. The City calculated the pay-off would be approximately \$1,100,000.
- In 2001, the partnership has made a new proposal relative to the amounts owed the City. The partnership is proposing to continue making monthly payments of \$6,885.71 on the \$1,250,000 loan and begin making monthly payments of \$2,684.70 in November 2001 to amortize the \$250,000 loan. Both loans would be fully paid in the summer of 2013.
- The partnership has further suggested that if the City insists on one-half of the market value, the outstanding loans should be deducted from the amount owed.
- The partnership is current on both taxes and monthly payments on the \$1,250,000 loan.
- The partnership paid cashflow of \$35,293 to the City in July 2001. This amount was intended to cover FY96 through FY2000.
- The partnership has not used operating surpluses to reduce the outstanding principal.
- No payments to Carolyn Morgan have been made since 1994. The note has a current balance of \$21,275.

Draft – September 18, 2001

- Using the revaluation as a proxy for market value, the current value is \$1,359,000.

Financial Statements

- The City has received copies of financial statements for the years 1996-2000.
- The statements are compilations only and presented on a tax basis.
- The statements indicate that on December 31, 1996, the capital reserve was funded at \$59,113. At December 31, 2000, the capital reserve had grown to \$260,556.
- The statements indicated that on December 31, 1995, the partnership had \$75,233 in cash of which \$9,573 represented security deposits. The December 31, 2000 balance was \$339,060 of which \$17,705 represented security deposits.
- At December 31, 2000, the partner's accumulated deficit is \$886,845.
- At December 31, 2000, accumulated depreciation equals \$1,727,996 or 95% of property book value.

Tax issues

- At the September 7, 2001 meeting, Peter Morgan stated that now that the project is turning a profit, the partners are making tax payments although they are not making any withdrawals from the partnership.
- The financial statements are reflective of the tax status of the partners. The accumulated deficit has been taken as a tax loss. At even a 30% tax bracket, the partners have received tax savings of roughly \$266,000. Most of this is related to the depreciation on the assets that were paid for from the City's loan.

Recommendation

- The partnership should remit one-half of the December 31, 2000 cash balance, net of security deposits and \$60,000 for a capital reserve fund, to the City representing past due interest on the \$250,000 portion of the loan. This payment would be \$130,677.
- Alternatively, this cash could be used to reduce principal based on the 1995 amendment.
- In the short term, the partnership should maintain the capital reserve at a \$60,000 limit. An independent analysis should be conducted to determine the proper amount going forward.
- One-half of the 2001 cash flow and all subsequent cash flows, net security deposits and deposits or withdrawals to the capital reserve fund, should be remitted to the City.
- The partnership does not have adequate cash to meet the buy-out requirement. The City should allow the partnership the option of amortizing one-half of the market value. The amortization may be over an extended period at a market rate of interest. The partners have recommended twelve years at 7.5%. The partnership may not have sufficient cash flow to meet this type of payment (approximately \$7,250 / month based on current value). A longer term with a lower rate most likely would be required

Draft – September 18, 2001

- If the partners wish to escalate the buy-out, the City should allow the partners the option. This would allow the partnership to reduce the interest paid from one-half cash flow to a more predictable amount based on the market value of the property, the interest rate and the amortization period. This also would allow the partnership to lock-in the buildings value and avoid future escalation.
- The buy-out amount should not be adjusted for the outstanding debt. The partners extended the term unilaterally. It is clear that the debt was to be fully paid at the time of the buy-out and, therefore, the outstanding balance should not be considered.
- The Carolyn Morgan note remains subordinate to the City obligations.

ACORD™ EVIDENCE OF PROPERTY INSURANCE

DATE (MM/DD/YY)

05/31/07

THIS IS EVIDENCE THAT INSURANCE AS IDENTIFIED BELOW HAS BEEN ISSUED, IS IN FORCE, AND CONVEYS ALL THE RIGHTS AND PRIVILEGES AFFORDED UNDER THE POLICY.

PRODUCER USI New England PO Box 6360 Manchester, NH 03108		PHONE (A/C, No, Ext): 603 625-1100		COMPANY Vermont Mutual PO Box 188 Montpelier, VT 05602	
CODE:		SUB CODE:			
AGENCY CUSTOMER ID #: 22152		LOAN NUMBER			
INSURED Lowell Terrace Associates 70 Lowell Street Manchester, NH 03101		POLICY NUMBER BP17020511		EFFECTIVE DATE 05/18/07	
		EXPIRATION DATE 05/18/08		<input type="checkbox"/> CONTINUED UNTIL TERMINATED IF CHECKED	
THIS REPLACES PRIOR EVIDENCE DATED:					

PROPERTY INFORMATION

LOCATION/DESCRIPTION
 70-80 Lowell St.
 Manchester, NH 03101

COVERAGE INFORMATION

COVERAGE/PERILS/FORMS	AMOUNT OF INSURANCE	DEDUCTIBLE
Building #: 1 Sixty Three Unit Apt Coverage: Building Cause: Special (Including Theft)	\$3,047,500	\$1,000

REMARKS (Including Special Conditions)**CANCELLATION**

THE POLICY IS SUBJECT TO THE PREMIUMS, FORMS, AND RULES IN EFFECT FOR EACH POLICY PERIOD. SHOULD THE POLICY BE TERMINATED, THE COMPANY WILL GIVE THE ADDITIONAL INTEREST IDENTIFIED BELOW 10 DAYS WRITTEN NOTICE, AND WILL SEND NOTIFICATION OF ANY CHANGES TO THE POLICY THAT WOULD AFFECT THAT INTEREST, IN ACCORDANCE WITH THE POLICY PROVISIONS OR AS REQUIRED BY LAW.

ADDITIONAL INTEREST

NAME AND ADDRESS
 City of Manchester
 1 City Hall Plaza
 Manchester, NH 03101

<input checked="" type="checkbox"/>	MORTGAGEE	<input type="checkbox"/>	ADDITIONAL INSURED
<input type="checkbox"/>	LOSS PAYEE	<input type="checkbox"/>	
LOAN #			
AUTHORIZED REPRESENTATIVE			

27

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully advises, after due and careful consideration, that it has requested staff to prepare documents to provide that the City agree to extend the term on the 2nd mortgage relating to Lowell Terrace Associates property located at the northwest corner of Lowell and Chestnut Streets to coincide with the expiration of the existing first mortgage in 2013.

(Unanimous vote)

Respectfully submitted,

L. M. Bernier

Clerk of Committee

IN BOARD OF MAYOR & ALDERMEN

DATE: May 15, 2007

ON MOTION OF ALD. Forest

SECONDED BY ALD. Shea

VOTED TO table.

L. M. Bernier
CITY CLERK

8-23-06 10:23:06 Remained
Tabled



**City of Manchester
Department of Finance**

One City Hall Plaza
Manchester, New Hampshire 03101
Phone: (603) 624-6460
Fax: (603) 624-6549

August 9, 2006

Alderman Michael Garrity
C/O Mr. Leo Bernier
City Clerk
One City Hall Plaza
Manchester, NH 03101

Dear Alderman Garrity,

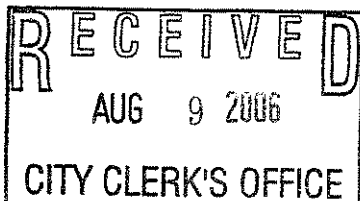
Attached is a copy of correspondence from Lowell Terrace Associates proposing a mortgage/debt consolidation for the property on the northwest corner of Lowell and Chestnut Streets. This is the item that I spoke to you about last week. With your permission, I would like to have the item discussed at the next CIP Committee meeting.

The proposal from the partnership has already been reviewed by the City Solicitor, Economic Development Director, and the Mayor's Office. Please feel free to contact me with any questions.

Sincerely,

Kevin A. Clougherty
Finance Officer

C: Thomas Clark
Paul Borek
Randy Sherman
Mayor Frank Guinta
Ken Edwards, MHRA
Peter Morgan, Property Services
Tom Musgrave, William Steele Associates



WILLIAM STEELE & ASSOCIATES, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

40 STARK STREET

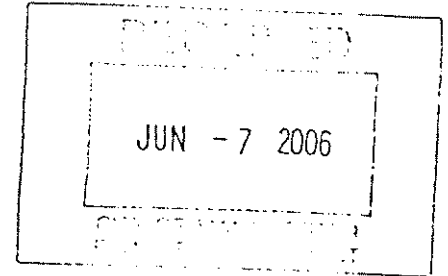
MANCHESTER, NEW HAMPSHIRE 03101

OFFICE 603-622-8881

FAX 603-647-4520

June 6, 2006

Mr. Kevin Clougherty, Finance Director
City of Manchester
One City Hall Plaza East
Manchester, NH 03101



RE: Lowell Terrace Associates

Dear Kevin:

Thank you for arranging the meeting on May 4, 2006. The meeting and subsequent telephone call the week of the 22nd was helpful. I believe we have reached some meaningful preliminary agreements concerning the terms of the original Promissory Note (Note) and subsequent amendment and modifications that will allow us to resolve the remaining issues to our mutual satisfaction.

Based on our discussions, it is my understanding that Lowell Terrace Associates (LTA) and the Manchester Housing Authority (City) agree on the following.

First, the \$1,250,000 portion of the Note is not due at this time. LTA and the City agree that the 1994 Promissory Note Amendment and subsequent modifications have extended the due date of the \$1,250,000 portion of the Note to July 1, 2013. The principal balance outstanding on this portion of the loan was \$559,811 as of December 31, 2005. Based on continuing monthly payments of \$6,885.71, this portion of the loan will be paid in full on July 1, 2013.

Second, the \$250,000 portion of the Note is due. As you know, this \$250,000 portion of the original loan has all of the characteristics of a fifty percent (50%) equity interest in the partnership. These characteristics will be described in more detail in the paragraphs that follow. The City has asked LTA to make a proposal concerning the amount of the pay off.

LTA is prepared to make the City an offer to settle the \$250,000 portion of the original loan and, once the City has reviewed and accepted the proposal, LTA will immediately seek replacement financing to pay off the City.

The original Note terms relating to the \$250,000 portion of the loan have all of the characteristics of a 50% equity interest in the partnership. Section 4 of the Note contains these provisions.

Section 4.a) of the Note describes LTA's obligation to pay interest to the City equal to 50% of the project's cash flow. In this regard, whenever LTA has made cash distributions of accumulated cash flow to its partners, a corresponding and equal cash payment has been made to the City. In connection with its settlement proposal, LTA is prepared to pay to the City 50% of the cash in its accounts, excluding cash held by LTA representing tenant deposits.

Mr. Kevin Clougherty, Finance Director
June 6, 2006
Page 2

Section 4.b) of the Note describes LTA's obligation on the twentieth anniversary date of the loan. There has been some disagreement and or misunderstanding concerning this particular provision of the loan. The City, as I understand it, feels that it would be inappropriate to reduce its entitlement under Section 4.b) of the Note by the balance outstanding on the \$1,250,000 portion of the loan. LTA maintains that the balance outstanding on the \$1,250,000 portion of the loan must be taken into account when calculating the City's entitlement. If the outstanding balance on the \$1,250,000 portion of the loan were not taken into account, the City would receive a payment exceeding the value of its 50% equity interest in the project.

Neither party expected an outstanding balance on the \$1,250,000 portion of the loan when the balloon payment due date provision for the \$250,000 portion of the loan was drafted in 1984. However, due to economic circumstances beyond the control of LTA and the City, the project was not able to service its debt and fell behind on its property taxes. Rather than assert its rights as a lien holder entitled to the delinquent property taxes, or assert its rights as the holder of the Note (which was headed into default), the City agreed to certain modifications of the Note in lieu of initiating action to take possession of the partnership's property. I submit to you that the City's actions were well reasoned and were motivated, in principal part, by the desire to protect its right to repayment of the entire outstanding balance of the loan (a balance exceeding \$1,217,000 at the time). It is not inconceivable that the City could have lost hundreds of thousands of dollars had it chosen to take possession of the property in 1994. Instead, the City acted in a manner that was both prudent and in its best interests as a lender and owner of 50% of the partnership equity. The City's actions also allowed the partners of LTA an opportunity to salvage their own 50% equity interest.

In LTA's opinion, the City's balloon payment entitlement on the \$250,000 portion of the original Note must take into account the balance outstanding on the \$1,250,000 portion of the Note. If the City's entitlement were calculated in any other manner, it would contradict the business deal between LTA and the City wherein the City was awarded a 50% equity interest in the project for its \$250,000 loan.

LTA's proposal to pay off the \$250,000 portion of the loan has been determined by treating the City as a 50% equity owner in the partnership. More specifically, the attached calculations estimate the City's balloon payment entitlement under Section 4.b) of the Note by projecting the net cash proceeds available to the partnership assuming a hypothetical sale of the property on August 1, 2006, followed by a distribution of the partnership's net assets in liquidation of the partnership.

The following assumptions are integral parts of the attached calculations.

1. The market value of the property is equal to its assessed value of \$1,255,800.
2. The outstanding principal balance on the \$1,250,000 portion of the loan is \$515,536 on August 1, 2006.

Mr. Kevin Clougherty, Finance Director
June 6, 2006
Page 3

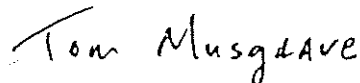
3. A 4% commission would be paid to a third-party broker to facilitate the sale.
4. A New Hampshire real estate transfer tax equal to .75% of the market value would be payable.
5. A New Hampshire Business Profits Tax equal to 8.5% of the gain recognized on sale would be payable.
6. There will be approximately \$150,000 of cash or marketable securities in the partnership's accounts on August 1, 2006.

Based upon the assumptions listed above, LTA estimates the City's entitlement on the \$250,000 portion of the original loan to be \$367,065.

After you have had an opportunity to review this proposal and discuss it with other interested parties, please call me and let me know how you would like to proceed.

Very truly yours,

WILLIAM STEELE & ASSOCIATES, P.C.



Thomas W. Musgrave, CPA

Enclosure

cc: Richard W. Hale w/enclosure
Peter A. Morgan w/enclosure

LOWELL TERRACE ASSOCIATES
HYPOTHETICAL SALE AND LIQUIDATION ANALYSIS
AS OF AUGUST 1, 2006

PROJECTED CASH AVAILABLE UPON LIQUIDATION

Estimated Cash and Value of Marketable Securities	150,000
Net Sale Proceeds - See Below	<u>1,196,150</u>
Estimated Cash Balance and Marketable Securities Value	1,346,150
Projected NH Business Profits Tax	(96,484)
Payoff Balance on \$1,250,000 Portion of Loan	<u>(515,536)</u>
Net Cash Available for Distribution	734,129
City's Equity Interest	<u>50.0%</u>
City's Equity Entitlement	<u><u>367,065</u></u>

HYPOTHETICAL SALE OF PROPERTY

Gross Sale Proceeds	1,255,800	Based on Assessed Value
Third-Party Commission @ 4%	(50,232)	
Real Estate Transfer Tax	<u>(9,419)</u>	.75% x 1,255,800
Net Sale Proceeds	1,196,150	
Adjusted Tax Basis of Property	<u>(61,040)</u>	
Projected Gain on Sale of Property	1,135,110	
NH Business Profits Tax Rate	<u>8.5%</u>	
Projected NH Business Profits Tax	<u><u>96,484</u></u>	

27

May 3, 2007

Mr. Randy Sherman
Assistant Finance Director
Finance Department
One City Hall Plaza East
Manchester, NH 03101

Re: Lowell Terrace Associates

Dear Randy:

It was good to meet with you and the other key City department heads on Monday, April 30th in preparation of the Community Improvement Plan (CIP) Committee meeting scheduled for May 8th. I have again reviewed Tom Musgrave's letter of June 6, 2006, which outlines the history of this project and our proposal last summer.

We now have two (2) major concerns:

1. The treatment of the existing balance of the City's 1st mortgage in determining the equity in the project.
2. The current market value of the building. We are contesting the 2006 revaluation.

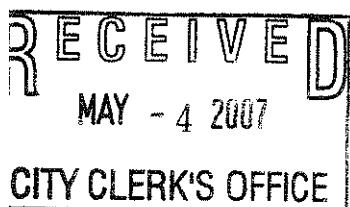
We were and are partners in saving a significant building in Manchester. We have worked closely together for over twenty-three (23) years in restoring and subsequently operating the property through good times and bad. We need to look at the deal itself and move forward to clarify the standing and term of the 2nd mortgage piece of our arrangement. There are only two (2) issues.

I look forward to meeting with the Committee on May 8th.

Sincerely yours,

Peter A. Morgan

Peter A. Morgan
Managing Partner
Lowell Terrace Associates



27

Suggested Ways Forward

1. City agrees to extend term on 2nd mortgage to July 1, 2013, concurrent with the extension of the existing 1st mortgage.
2. City demands payment of the 2nd mortgage valued at one-half (1/2) the fair market value of the building without consideration that the 1st mortgage is still in place. (Current balance of 1st mortgage as of April 30, 2007 is \$470,367.12.)
 - a. The loan will fall into default as the Lowell Terrace partners do not concur on the method of valuing the 2nd mortgage.
 - b. The default provisions in the original note clearly provide the method of valuing the 2nd mortgage in the event of a default. The remaining balance of the 1st mortgage is deducted from the fair market value to establish the value to be paid to retire the 2nd mortgage.
3. City agrees that the existing balance of the 1st mortgage affects the current value of the 2nd mortgage.
 - a. We jointly agree to establish the current fair market value of the property.
 - b. The Lowell Terrace partners will proceed to arrange 3rd party financing and within ninety (90) days of 3.a. will pay off the 2nd mortgage.

To the Board of Mayor and Aldermen of the City of Manchester:

The Majority of the Committee on Bills on Second Reading respectfully recommends, after due and careful consideration, that Ordinance:

“Amending the Zoning Ordinance of the City of Manchester by extending the General Business District (B-2) into an area currently zoned Residential One Family District (R-1B), being a portion of Tax Map 381, Lot 47 with an address of 466 South Willow Street and abutting South Lincoln, South Willow and Parkview Streets. A majority of the property is currently zoned B-2 and the petition would extend the B-2 to include the entire lot.”

be denied at this time.

The Committee notes that the business owner should work with the neighborhood and may return with a petition after addressing issue as noted in a communication from Alderman Garrity enclosed herein.

(Aldermen Garrity, Pinard and Duval in favor. Aldermen Lopez and Gatsas opposed.)

IN BOARD OF MAYOR & ALDERMEN

DATE: June 5, 2007

ON MOTION OF ALD. Lopez

SECONDED BY ALD. Forest

VOTED TO table.

Full Committee
CIVIC CLERK

Respectfully submitted,

[Signature]
Clerk of Committee
[Signature]

City of Manchester New Hampshire

In the year Two Thousand and Seven

AN ORDINANCE

"Amending the Zoning Ordinance of the City of Manchester by extending the General Business District (B-2) into an area currently zoned Residential One Family District (R-1B), being a portion of Tax Map 381, Lot 47 with an address of 466 South Willow Street and abutting South Lincoln, South Willow and Parkview Streets. A majority of the property is currently zoned B-2 and the petition would extend the B-2 to include the entire lot."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 1. Amending the Zoning Ordinance of the City of Manchester by extending the General Business District (B-2) into an area currently zoned Residential One Family District (R-1B), being a portion of Tax Map 381, Lot 47 with an address of 466 South Willow Street and abutting South Lincoln, South Willow and Parkview Streets. A majority of the property is currently zoned B-2 and the petition would extend the B-2 to include the entire lot, and being more particularly bounded and described as follows:

Beginning at a point on the centerline of Parkview Street, said point being on the zone boundary line between the B-2 (General Business) zone district and the R-1B (Residential One Family) zone district, and being approximately 115 ft. easterly of the centerline of South Lincoln Street, prior to this amendment;

Thence, easterly along the centerline of Parkview Street, for a distance of approximately 130 ft. to a point;

Thence, southerly along the property line of TM 381/47, and TM 381/46, extended, for a distance of approximately 162 ft. to a point;

Thence, westerly along the property line of TM 381/47, and TM 381/49 for a distance of approximately 30 ft. to a point;

Thence, northwesterly along the zone boundary line between the B-2 (General Business) zone district and the R-1B (Residential One Family) zone district, prior to this amendment, a distance of approximately 190 ft., to a point, said point being the point of beginning.

Said description to include a portion of TM 381/47 consisting of approximately 10,280 square feet of private land, to be rezoned from R-1B (Residential One Family) to B-2 (General Business) zone district, after this amendment.

SECTION II. Resolve this ordinance shall take effect upon passage.

28

Craig, Deachman & Gowie, PLLC

ATTORNEYS AT LAW
Since 1929

84 Bay Street
Manchester NH 03104
Phone 603•669•3970
Phone 603•665•9111
Fax 603•296•2289

William H. Craig
James W. Craig
W. John Deachman
Marc van Zanten

April 17, 2007

Leo R. Bernier, Clerk
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Re: Frederick H. Nixon, Jr.
466 So. Willow Street, Manchester, New Hampshire

Dear Mr. Bernier:

Enclosed herein please find an original Proposed Zoning Amendment which we are filing on behalf of Mr. Nixon regarding the above-referenced matter. Please also find enclosed our check in the amount of \$300.00 to cover filing fees for same.

Thank you for your attention to this matter.

Very truly yours,


James W. Craig Esquire

JWC/jlb
Enclosure

cc: Frederick H. Nixon, Jr.

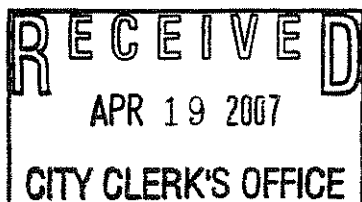
May 15, 2007.

In Board of Mayor and Aldermen.

On motion of Alderman Smith, duly seconded by Alderman Thibault, it was voted to refer to the Cmte. on Bills on Second Reading and refer to public hearing on June 4, 2007 at 6:30 PM.



City Clerk



28
THE H.H. RICHARDSON BUILDING

BOARD OF ADJUSTMENT

CITY OF MANCHESTER, NH

IN RE: 466 SO. WILLOW STREET, MANCHESTER, NH

PROPOSED ZONING AMENDMENT

OWNER: Frederick H. Nixon, Jr.

1. Property Description

The property at issue is located at 466 So. Willow Street in Manchester, New Hampshire. It is Map 381, Lot 47 on the Manchester Tax Map (TAB A) located at the intersection of So. Lincoln Street at Parkview Street. It is currently leased to Autotrium of 1313 Hooksett Road, Hooksett, New Hampshire. The entire lot is used as a car dealership.

2. Statement of Purpose

The Nixon lot has been used for years as an automobile dealership. The front portion of the lot, closest to So. Willow Street, is zoned B-2 (General Business District) which is a permitted use. The rear of the lot (in yellow) (TAB B) is zoned R-1B (Neighborhood) in which the use is not permitted. It is the intention of this proposal to have the City of Manchester extend the B-2 Zone to include all of Tax Map 381, Lot 47. We have also attached a Proposed site Plan for your information. (TAB C).

3. Property Tax Map

The property Tax Map indicates the Nixon Lot (381-47) and demonstrates how the lot is bisected by the current zoning layout.

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4. Impact of Proposed Amendment

The Nixon lot has been used as an auto dealership since the 1960's. Since that time South Willow Street has developed into the premier retail/wholesale area in the City. The Nixon lot fronts upon So. Willow Street. Hertz Rental abuts the lot. Directly across So. Willow Street are commercial uses such as Dynatune Batteries Plus, Payday and U-Haul. Directly off of So. Willow Street and behind the Nixon lot are residential neighborhoods on Parkview Street and Doris Street. This is a classic case where commercial uses abut residential neighborhoods but since this has been the case since the 1960's and there will be no change in use, there should be no impact on existing adjacent neighborhoods.

5. Impact on City

Since this is a minor change in the zoning ordinance and since it is being requested to accommodate a long existing use, there should be no impact upon the City's economy, environment, municipal services or facilities.

6. Abutters

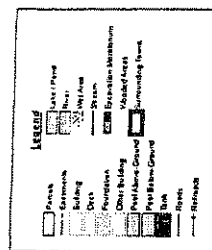
See attached list

7. Fee attached

\$300.00 Enclosed.

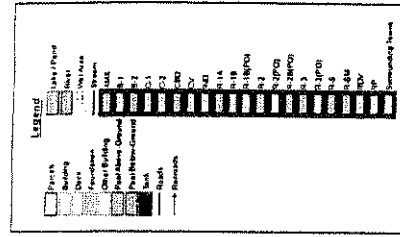
LIST OF ABUTTERS

446 So. Willow Street – Bradford Oil Co., Inc. – Lot 437-3
469 So. Willow Street – Charles Zoulias – Lot 437-1L, 1K
476 So. Willow Street – Theodore Katsarakes – Lot 381-48
428 So. Willow Street – Donald W. York – Lot 381-21
264 So. Lincoln Street – Dora Hitchen – Lot 381-33
24 Parkview Street – Thomas Stanley, Jr. – Lot 381-34
34 Parkview Street – Phyllis P. Kline – Lot 381-35
42 Parkview Street – Richard K. Provencher – Lot 381-36
41 Parkview Street - Jennifer L. Jones – Lot 381-46
24 Doris Street – Victoria Engheben – Lot 381-49



The information appearing on this map is for the convenience of the user. The official public record of this City of Manchester, New Hampshire, is the official map survey, quality, all boundaries, easements, and rights of way, etc. appearing on such map should have no official or legal value. The City makes no warranties, expressed or implied, in the use of this information. The City is not responsible for any inaccuracy, incompleteness, reliability, or usefulness of this information. The City is not responsible for any liability whatsoever associated with the use of this information. The official public record from which this information was compiled are kept in the offices of various City, County, and State government agencies, and are available for inspection and copying. The City is not responsible for any errors or omissions appearing in this map, or for any damages, claims, or expenses arising from its use. The City agrees to these terms and conditions by using this map.

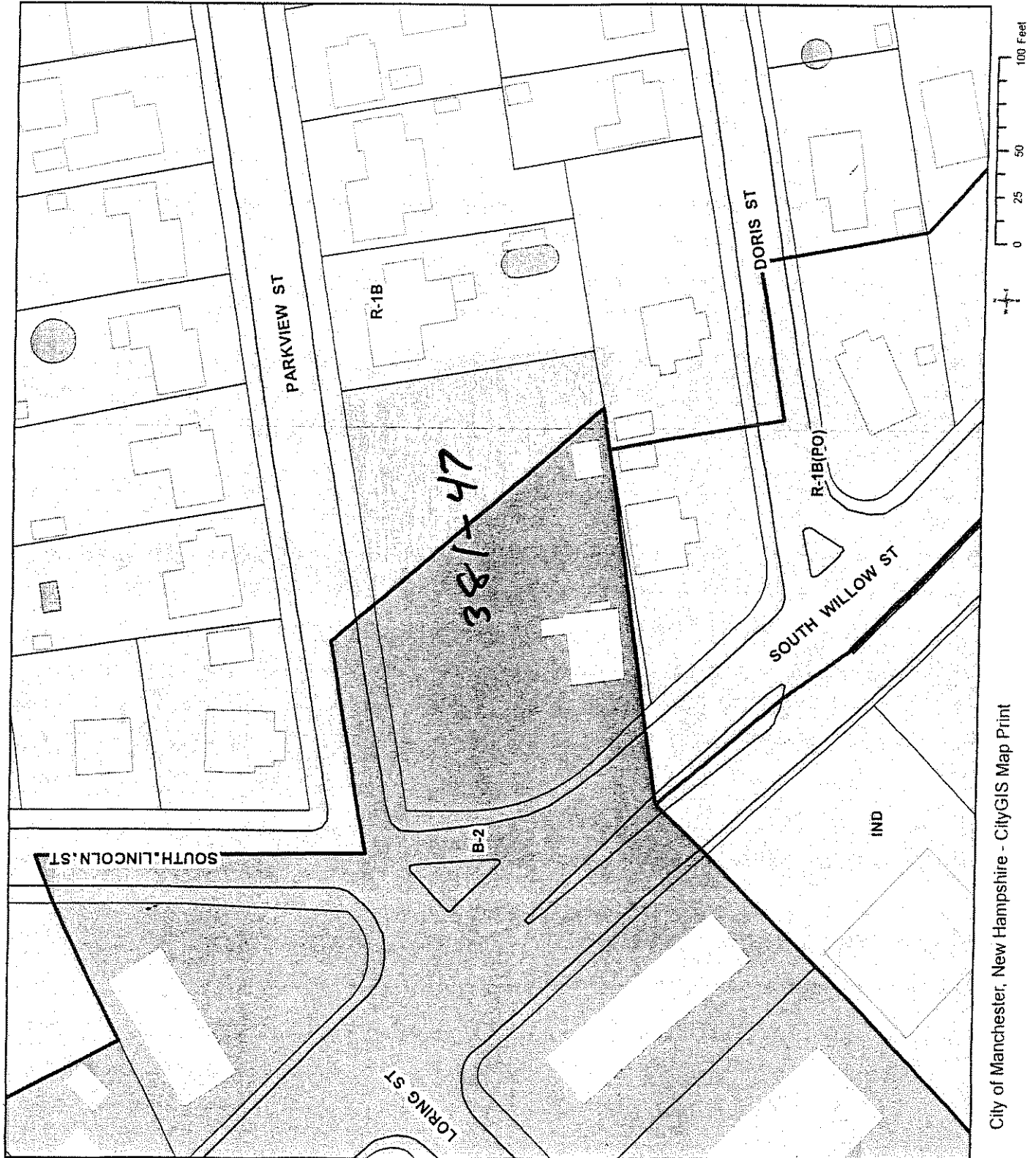




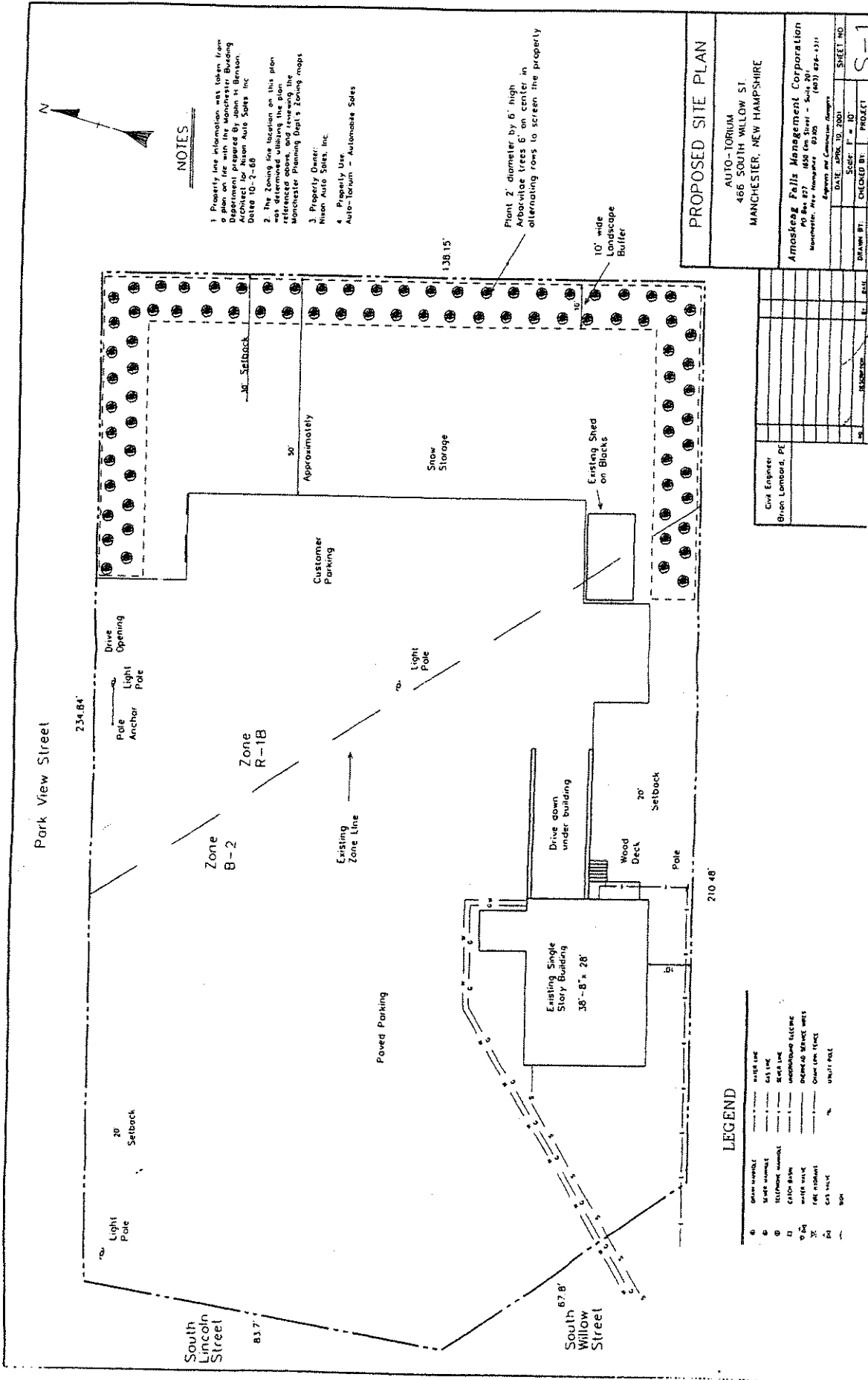
DISCLAIMER

DISCLAIMER

The information appearing on this map is for the convenience of the public and is not intended to be used by the City of Mendocino, NHTL, the County of Mendocino, or any other public agency. All boundaries, easements, areas, measurements, and other information appearing on this map should only be considered advisory in nature. The City and the County have no official or legal value concerning the accuracy, completeness, reliability, or verifiability of this information for any particular use. The City and the County disclaim any liability whatsoever with the use or misuse of this information as contained on these records from any of the various City, County, and State government agencies, departments, and are available for inspection and use by the public for any and all commercial business hours. By using this map, you agree to these terms and conditions.



City of Manchester, New Hampshire - CityGIS Map Print



NOTES

1. Property line information was taken from a plan on file with the Manchester Building Department prepared by John W. Benson, dated 10-2-68.
2. The zoning line location on this plan was determined by the plan on file with the Manchester Planning Dept's zoning maps.
3. Property Owner: Nixon Auto Sales, Inc.
4. Property Use: Auto-Torium - Automobile Sales

Plant 2" diameter by 6' high Arborvitae trees 6' on center in alternating rows to screen the property

10' wide Landscape Buffer

138'15"

PROPOSED SITE PLAN

AUTO-TORIUM
466 SOUTH WILLOW ST
MANCHESTER, NEW HAMPSHIRE

Amoskeag Falls Management Corporation
400 Main St
Manchester, New Hampshire 03102
(603) 424-1311

DATE: APRIL 10, 2001	SHEET NO.
SCALE: 1" = 10'	PROJECT
DRAWN BY:	CHECKED BY:

S-1

LEGEND

1	DRIVE OPENING	1	WATER LINE
2	SEWER OPENING	2	GAS LINE
3	TELEPHONE CABLE	3	SEWER LINE
4	CARDI BAY	4	UNDERGROUND ELECTRIC
5	WATER VALVE	5	UNDERGROUND SERVICE WIRE
6	FAIR VALVE	6	OTHER LINE TYPE
7	GAS VALVE	7	UNIT POLE

Civil Engineer
Brian Lombard, PE



Robert S. MacKenzie, AICP
Director

CITY OF MANCHESTER

Planning and Community Development

Planning
Community Improvement Program
Growth Management



Staff to:
Planning Board
Heritage Commission
Millyard Design Review Committee

May 11, 2007

Mr. Leo Bernier
City Clerk
One City Hall Plaza
Manchester, NH 03101

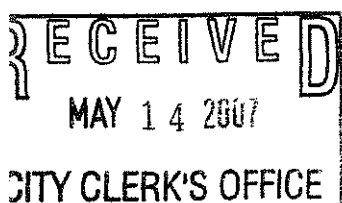
Re: Technical Review for Rezoning Petition – 466 South Willow Street

Dear Mr. Bernier:

In accordance with the policy on rezoning requests, the following information is provided in consideration of a rezoning request filed by the owner's counsel for property at 466 South Willow Street, known as Tax Map 381/Lot 47. The subject parcel is located on the southeasterly corner of South Willow Street and Parkview Street. The front portion of the lot is zoned *General Business (B-2)*, while the rear portion is zoned *Residential (R-1B)*. The applicant is requesting that the rear portion of the site be rezoned to *B-2*, consistent with the front portion of the site.

The entire parcel is approximately 32,700 SF, with more than half of the parcel in the *B-2* zoning district. The parcel has been used as an auto dealership since the 1960's, although the use of the rear portion of the site has been limited because it is zoned residential, not business. While the front portion of the site is adjacent to, and across from, business and industrial uses, the rear portion of the site proposed for rezoning abuts residences on both Parkview Street and Doris Street.

While the future land use map of the 1993 Master Plan for the City of Manchester indicates residentially zoned parcels on the easterly side of South Willow, southerly towards the area of Jobin Drive, many of these parcels are now developed with commercial uses either through variance action or rezoning. As with all rezoning requests that propose the extension of a commercial zone further into a residential zone, the issue that needs to be addressed is the impact of additional commercial activity on the adjacent residential parcels.

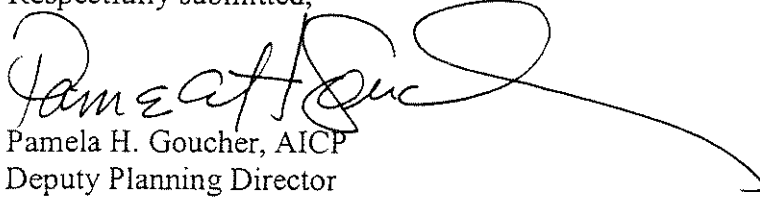


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One City Hall Plaza, Manchester, New Hampshire 03101
Phone: (603) 624-6450 Fax: (603) 624-6529
E-mail: planning@ManchesterNH.gov
www.ManchesterNH.gov

From a technical perspective, the petition to rezone the rear portion of the parcel at 466 South Willow Street may be forwarded to the Board of Mayor and Aldermen for their consideration and for a public hearing. Consistent with the policy for rezoning petitions, I am forwarding a copy of this report and the petition to the Planning Board, the Building Department and the Office of the City Solicitor for their comment.

The Planning Director or I will be available to answer any questions that the Board may have.

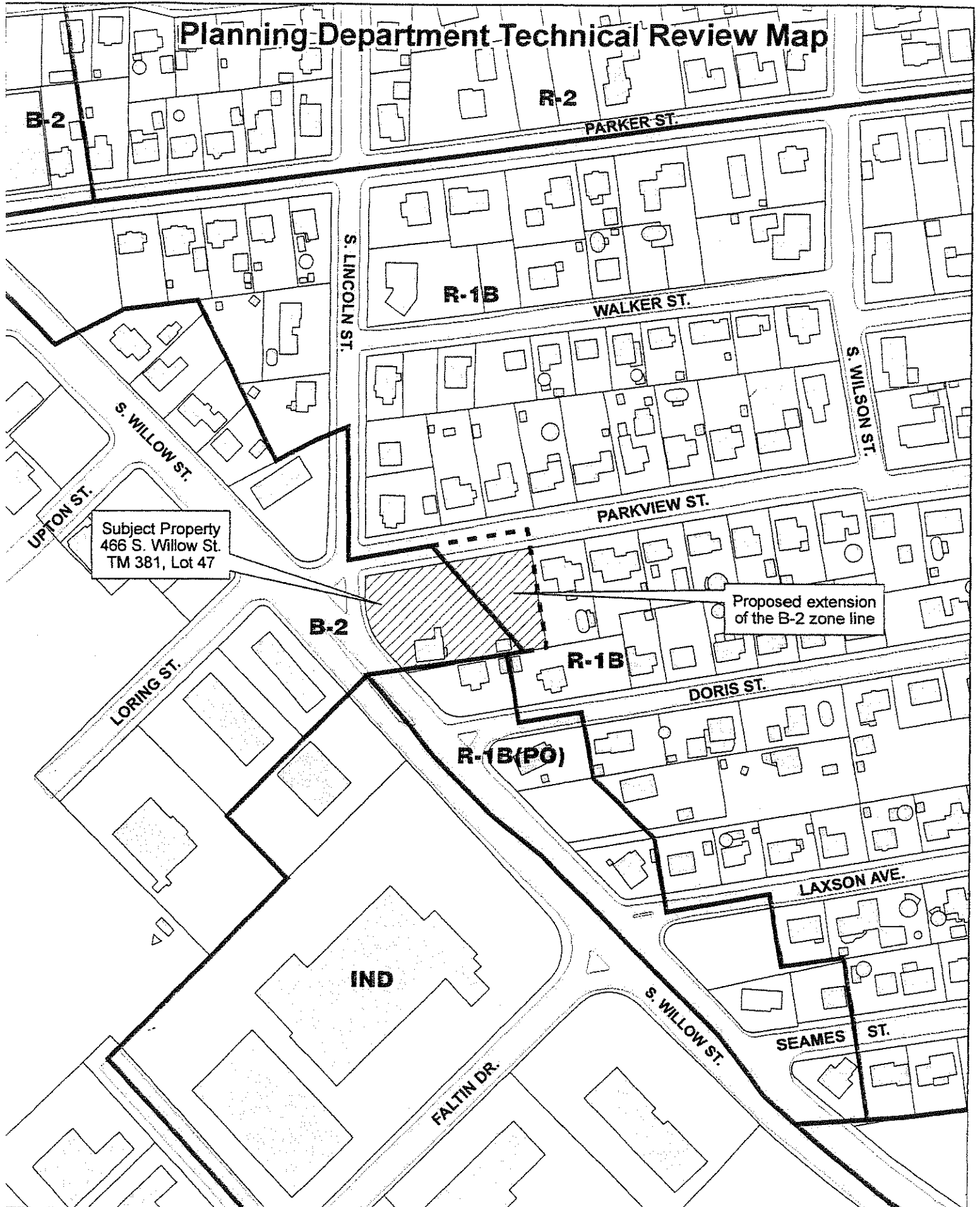
Respectfully submitted,

A handwritten signature in cursive script, appearing to read 'Pamela H. Goucher', with a long, sweeping horizontal line extending to the right.

Pamela H. Goucher, AICP
Deputy Planning Director

C: Planning Board
Building Department
Office of the City Solicitor

Planning Department Technical Review Map



1. This map was prepared by the City of Manchester Planning & Community Development Department (D. Beauchesne) on May 14, 2007.

0 25 50 100 150 200 Feet



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Robert S. MacKenzie, AICP
Director

CITY OF MANCHESTER

Planning and Community Development

Planning
Community Improvement Program
Growth Management



Staff to:
Planning Board
Heritage Commission
Milliard Design Review Committee

May 30, 2007

Mr. Leo Bernier, City Clerk
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Re: *Planning Board Comments on rezoning requests: 116 South Main Street; 316 & 322 South Main Street and 466 South Willow Street*

Dear Mr. Bernier:

In accordance with the procedures on rezoning requests, the Planning Board has reviewed the above three rezoning requests and would like to offer the following comments:

116 South Main Street: The Planning Board, while recognizing that the property is split by the zoning boundary had some concerns about the potential impact of business activities on the backyards of residential properties on Walker Street (and perhaps the adjacent Piscataquog Trail). The Board would suggest that should the Board of Mayor and Aldermen wish to approve this request, that either the proposed Business zoning line be pulled back 25 feet from the residential properties on Walker Street or the BMA require the project to come to the Planning Board for site plan review so that an appropriate buffer and screening be implemented.

316 & 322 South Main Street: The Planning Board believes that these lots may be more appropriately zoned B-1 as requested. They also believed that the Board of Mayor and Aldermen may, at some point, want to consider rezoning the entire section of South Main Street from these properties down to Woodbury Avenue.

466 South Willow Street: The Planning Board again recognizes that the zone line crosses the property and makes a portion of the lot unusable. They did question the possible impact on adjacent residential properties, however. As in 116 South Main Street, the Planning Board suggests that should the Board of Mayor and Aldermen wish to approve this request, the BMA require the project to come to the Planning Board for site plan review so that an appropriate buffer and screening be implemented to protect the adjacent residential properties.

I will be available at your next meeting if you have any questions.

Sincerely,

Robert S. MacKenzie, AICP
Director of Planning and Community Development

C: Planning Board Chairman

One City Hall Plaza, Manchester, New Hampshire 03101

Phone: (603) 624-6450 Fax: (603) 624-6529

E-mail: planning@ManchesterNH.gov

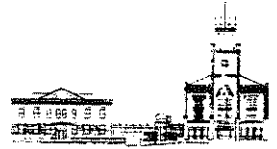
www.ManchesterNH.nov

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CITY OF MANCHESTER

Board of Aldermen



June 5, 2007

The Honorable Jerome Duval, Chairman
Committee on Bills on Second Reading
One City Hall Plaza
Manchester, NH 03101

Re: "Amending the Zoning Ordinance of the City of Manchester by extending the General Business District (B-2) into an area currently zoned Residential One Family District (R-1B), being a portion of Tax Map 381, Lot 47 with an address of 466 South Willow Street and abutting South Lincoln, South Willow and Parkview Streets. A majority of the property is currently zoned B-2 and the petition would extend the B-2 to include the entire lot."

Dear Mr. Chairman and Committee Members:

Based on the history and testimony from neighbors in the area at last evening's rezoning public hearing regarding the above petition I wish to note to following for the Committee's consideration.

This particular property has been a source of neighborhood complaints for many, many years. It would be my recommendation that improvements be made to the lot as it should have been many years ago! Once such improvements have been made we will be able to get feedback from the neighborhood residents. But, at this time considering the emotional testimony presented last evening let's not further destroy the quality of life in the neighborhood.

As their Aldermanic representative I, therefore, would strongly **recommend denial** of this petition for rezoning at this current time. Your favorable consideration of my request is greatly appreciated.

Sincerely,

Michael D. Garrity
Alderman – Ward 9